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ABSTRACT

This staff manual provides a thorough description of the functions, procedures, and files of the monograph acquisitions department at South Carolina's Clemson University Library. It is noted that the department is responsible for both firm order and standing order purchases. Following introductory material, the principal processes of searching, ordering, and receiving are covered. Each process is described briefly in terms of its function, relationship to other processes, and primary subprocesses. It is then analyzed in sequential steps. Other procedures which are described include: claiming, the review of old orders, cancellation of orders, rush processing, gift processing, processing of theses and dissertations written at Clemson University, the acquisition of out-of-print books, the compilation of monthly reports and statistics, the processing of "Choice" cards, and the acquisition of monographic series. Appendices present: (1) flow charts for the searching, ordering, and receiving processes; (2) an organizational chart; (3) a glossary; (4) lists of abbreviations used on multiple order forms, frequently used requesters' names, and special location abbreviations; (5) examples of purchase request forms, multiple order forms, and bookkeeping forms; (6) a description of the files and filing rules used in the department; and (7) information on general and special acquisition funds. (Author/ESR)

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MONOGRAPH ACQUISITIONS UNIT STAFF MANUAL

Robert Muldrow Cooper Library

Clemson University

1983

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AUTHOR ABSTRACT
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Abstract (up to 200 words): A thorough description of the functions, procedures, and files of an acquisitions department in a university library responsible for purchasing monographs, both on firm order and standing order. The principal processes of searching, ordering, and receiving are covered. Each process is described briefly in terms of its function, relation to other processes, and primary subprocesses. It is then analysed in sequential steps. Other procedures which are described include: claiming, rush processing, gift processing, out-of-print books, monographic series, and processing of Choice cards. Appendix includes flow charts, organization chart, glossary, examples of forms (including request forms, multiple order forms, and book-keeping forms), files and filing rules, and book funds.

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Chapter 1

INTRODUCTION

The primary function of the Monograph Acquisitions unit is to procure monographs and other graphic material for the Clemson University library. The secondary functions are to:

1. Periodically provide information about the status of encumbrances and expenditures of budgeted and other funds.

2. Create and maintain records of monographic titles which are in proccess.

3. Provide information on standardized forms describing titles being sent on to other units within the Library for processing.

4. Attach theft detection devices to books.

5. Return requests for titles which will not be purchased because the Library already has a copy or for some other reason.

6. Acknowledge and perform the initial processing of gifts to the Library.

To this end, the routines and procedures outlined in this manual have been developed to assist the Unit's staff to perform acquisition work in a uniform and efficient manner. Staff should have a thorough knowledge of the routines which are encompassed by their job duties and should develop a familiarity with the routines performed by other staff within the Unit. This manual should be consulted for the answers to any questions arising from acquisitons operations. Problems not answered in the manual should be taken to your immediate supervisor.

In the interest of keeping the manual up to date, staff should feel free to bring suggestions for revision or changes to the Unit Head. The answers to many questions which are outside the scope of this manual can be found in the body of the Robert Muldrow Cooper Library Staff Manual which every library employee should have.

ORGANIZATION AND PRINCIPAL INTERNAL PROCESSES

The department is organized around three principal internal functions, or processes: searching, ordering, and receiving. These processes are reflected in two Monograph Acquisitions subunits: searching; and ordering and receiving (see Appendix B, ORGANIZATIONAL CHART).

These three processes are in reality groups of subprocesses which fit logically together and contribute to the successful completion of the internal processes as well as the external functions, or output.

The principal subprocesses of searching are as follows:

1. Request receipt and organization.
2. Bibliographic verification and editing.
3. Library holdings check.

Another subprocess takes place in searching but is not performed by the Monograph Acquisitions Unit staff. This is request review and approval.

The principal subprocesses of ordering are as follows:

1. Dealer assignment and review.
2. Order preparation.
3. Encumbering.
4. Filing multiple order form slips in in-process file.
5. Addressing and sending orders.

The principal subprocesses of receiving are as follows:

1. Receiving, opening, and sorting in-coming mail.
2. Organizing books and matching them with on-order records.
3. Verifying books and invoices for accuracy.
4. Recording fund expenditures.
5. Preparing vouchers.
6. Attaching theft-detection devices to books.
7. Sending books to next stage of processing.
8. Processing reports and statements.

There are several other processes or types of work which are performed. These can be seen as sections listed under chapters in the Table of Contents. The section headings still do not represent all major steps, as some of the steps have been combined to form sections (for example Sections 4.6 and 4.7, BOOKS AND INVOICES: STAGE I and STAGE II).

Refer to Appendices A and B for the Monograph Acquisitions Unit organizational chart and work flow chart of the principle procedures. A glossary has been added to the appendix because of the great variety of terms, abbreviations, initialisms, and acronyms which are used in acquisitions. To function effectively, staff must be familiar with cataloging, accounting, publishing, institutional, and general office terms.

The core of this manual is the standard operating procedures (SOP), which follow. These SOP's cover the majority of the office routines. Some routines were omitted because of their insignificance, their complex nature, or the large amount of human judgement required in the process. These routines are described in sequential order and cover actions to be taken and decisions to be made. In some cases an introduction and a problem solving section are included in order to give important information not covered by the procedures. The reasons for taking individual actions are normally not stated; however all of these routines are designed for the most efficient functioning of the Unit.

Staff should look upon these procedures as rules which are to be followed under the circumstances described in the manual. If conditions are similar to, but not the same as those in the manual, different procedures may be followed. As stated before, not all situations are described in the manual. As record creation and maintenance are an important part of the Unit's work, accuracy, standardization of informational format, and uniformity in procedures are extremely important. Taking shortcuts frequently results in eventual confusion and lost time and money.

The success of the Unit depends not only on adherence to these rules, but also on clear and continuous communications among the staff and team spirit. Each staff member must be able to communicate and cooperate not only with other members of his or her unit, but with members of other units as well. Because of the dynamic nature of publishing and information processing, procedures, duties and organizational structure change intermittently. Also, because of ordering cycles within the Unit, subunits within the Monograph Acquisitions Unit may share duties at different times.

Chapter 2

SEARCHING

The purpose of preorder searching is to avoid duplicating titles in process or already in the Library and to verify that the information necessary for ordering an item is both complete and accurate. The first process is known as checking; the second as verification. The two purposes are closely tied to each other since an item must be thoroughly and accurately identified to make sure it is not already in the collection or on order under some other heading.

Given the volume of books in process and cataloged in the Library, some sort of systematic and accurate procedure is necessary to perform these tasks. In cataloging, there is a defined set of cataloging rules. In searching, uniform searching symbols, defined procedures, and verification whenever possible comprise the systematic means by which these functions are accomplished. Searching is by no means a mechanical process. The searcher must not only be familiar with the extensive collection of reference tools in the Cooper Library, but he/she must decide which is the most appropriate and expedient to consult and must compare and evaluate information found in these different sources. It is possible for searching to be routine; however, it is also possible for it to be creative and innovative.

Searching in the monographic acquisitions process is done by the Searching subunit. The Architecture staff is responsible for searching titles to be acquired for that library. Prechecking is performed by student assistants and final checking is performed by the two Searchers. Verification is performed by the Searchers and Searching Supervisor. The primary responsibility of the Searching Supervisor is to coordinate the overall searching process. Whenever possible the Supervisor verifies the more difficult and obscure titles. The Supervisor also reviews PRF's after they have been prechecked, distributes PRF's for verification, assists Searchers with searching problems, processes reorders, and revises PRF's which have been verified and final checked.

As the PRF's are verified and final checked they are initialled by the Searchers (see Appendix G). Most PRF's have three sets of initials. The first set is for verification, the second for final checking in the Card Catalog, and the third set for in process final checking.

It is very important to remember when checking different bibliographic tools that each one has distinct filing rules and different levels of accuracy and completeness. Alternate choices and forms of entry should be searched. See Section 2.5, VERIFICATION SOURCES, for further explanation.

For special procedures concerning searching of rush requests, gifts, Choice cards, and Baker & Taylor notification slips consult the appropriate chapters in this manual.

2.1 REQUEST RECEIPT

Requests for publications may take the form of PRF's, B&T Notification Slips, Choice cards, memos, notes, letters, and messages written on announcements or catalogs. PRF's may or may not come with announcements or catalogs. If a request is not submitted in the form of a PRF, it must be either converted to that form or, in the case of B&T Notification Slips and Choice cards, attached to a PRF. Processing of B&T Notification Slips is covered in Chapter 11, APPROVAL PLAN, and processing of Choice cards is covered in Chapter 12, CHOICE. Processing of catalogs is partially covered below because they come to Searching mixed with requests. The subprocesses of request receipt are as follows:

1. Sort contents of Searching basket.
2. Fill out PRF's if necessary or,
3. Edit PRF's which are submitted with announcements, catalogs, etc.
4. Screen, date stamp, and count PRF's.
5. File pub cats.

Sorting of material in the Searching basket is done by the Searching Supervisor. At this stage material is sorted, not screened for problems. However, if the Supervisor happens to notice problems, such as a series with which he/she is familiar, "rush" marked on a PRF in an obscure place, or a special offer with an expiration date, he/she may take the appropriate action. Following is a sorting chart showing where material is to go.

1. Incoming Requests Box	PRF's
2. Student Assistant's Basket	PRF's with accompanying material
	Requests without PRF's
3. Pub Cats To Be Filed Shelf	Catalogs
4. Discard	Antiquarian cats, dealer and book seller cats, cats in non-Roman alphabets, blurbs for conventions and audiovisual material

Antiquarian and trade dealer catalogs can be identified by examining the catalogs and the types of titles listed in them. Antiquarian catalogs almost always number each item in the catalog. Catalogs dealing with South Carolina history and genealogy are routed to the head of Special Collections. Trade dealer catalogs are generally discarded, except for certain foreign dealers or importers. Included among these are:

Adler's
Blackwell (Oxford)
Harrassowitz
Ling's
Nijhoff

The Supervisor date stamps pub cats before they are put on the Pub Cats To Be Filed Shelf.

The remaining request receipt procedures are performed by the student assistants. Screening of PRF's without accompanying material is done at the time they are date stamped and counted. Date stamp PRF's on lower left, in shaded area, after "Request received". Count PRF's and record statistics on statistical sheet (see Chapter 10). When screening PRF's give or show requests which fall into the following categories to the Supervisor and take necessary action as indicated:

1. RUSH - also make sure RUSH appears in upper right corner of PRF and attach green flag to upper left corner - if note says that book is needed for RESERVE or for course for current or next semester, follow RUSH procedure.

2. Publication requested appears to be a serial - do not fill out PRF or if PRF has already been filled out do not date stamp it or count for statistics. Things to look for are:

   a) Periodical checked as type of material.

   b) Annual price or subscription is mentioned.

   c) Standing order is mentioned for series title.

3. Request is accompanied by pub cat or announcement with special discount and expiration date - do not fill out PRF or if PRF has already been filled out do not date stamp it or count for statistics.

4. Request is for a title from an antiquarian catalog.

5. Anything that looks unusual.

Screening of requests in the form of PRF's with accompanying material or in the form of pub cats with notes, memos, etc. is done at the time PRF's are filled out or edited. When processing these, remember to process the material from the bottom of the basket first, because it will be the oldest.

When making out PRF's, use examples in Appendix G as a guide. However, there are many problems which are not covered by these examples. One problem is the difficulty in distinguishing between the title and advertising. If in doubt, consult with the Supervisor. See the last page of this section for the famous example of how advertising was mistaken for a title. General legibility, abbreviations, and initials can be a problem, especially for the requester's name and department. Check Appendices D and E for requester and department names, abbreviations, and initials. If the announcement states that the publication must be prepaid, attach the order form to the PRF and write "prepay" in the note section of the PRF. LC card numbers can usually be distinguished from other numbers because they begin with two numbers and a dash. ISBN's consist of 10 numbers but frequently appear only as four numbers in the announcement or catalog. If this is the case, write these four numbers close to the right margin of the PRF so that the searcher will have room to fill in the other numbers later. If the publication is a paperback edition, write "pbk" after the price. If the publication is priced as a set and the entire set is being requested, indicate the total price after "Price". For example, a request for a set costing $150 would be indicated thusly: "$150/set". Indicate individual prices if the request is for specific volumes only. If the price is given in a foreign currency, be sure to indicate the currency. If only a prepublication price is given, indicate "prepub" by the price. If a prepublication price is given in addition to the regular price, indicate "prepub" and the price in the note section. If the publication date is given, write it in the note section. If the publication is being issued in more than one volume, indicate the total number of volumes requested after "Vol." on the PRF. However, if not all of the volumes are being requested indicate which volumes are being requested and the word "only" (for example: "v. 3 & 4 only").

The source of information and whether or not the price was found are to be indicated on the lower right side (shaded area) of the PRF. If the title was listed in a pub cat and price was given, indicate after "Pub Cat": "✓" and your initials. If the title was listed in a pub cat and the price was not given, indicate after "Pub Cat": "o" and your initials. If the title appeared in an announcement and the price was given, indicate after "Other": "blurb ✓" and your inititals. If the title appeared in an announcement and the price was not given, indicate after "Other": "blurb o" and your initials. If the title was cited in an article or advertisement in a serial, indicate "source o" and your initials after "Other" and cite the serial title, volume and issue number, and page, if possible, after "Sources of Information" on the upper half of PRF.

PRF's which are received with acccompanying material should be edited (i.e., compare information on PRF against information on accompanying material for completeness and accuracy) following the same rules as for filling out PRF's.

Once PRF's (including PRF's submitted with pub cats or blurbs and PRF's you just filled out) are ready, date stamp them on lower left in shaded area, after "Request received". Count PRF's and record

statistics on statistical sheet under "Requests Received" (see Appendix H). Pub cats and announcements are also date stamped with same date as PRF. Pub cats are put on Pub Cats To Be Filed Shelf and announcements are filed in Blurb File. See Appendix I, FILES, for filing rules for pub cats.

All PRF's are rubber banded together, a P-slip with the codes "Alpha, CC, IPF" is attached to the front of the pack, and the pack is put in back of Precheck File.

EXAMPLE OF HOW ADVERTISING WAS MISTAKEN FOR TITLE OF PUBLICATION

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL. PERIODICALS: Hold / Do not hold

Author: Menninger, Edwin Arnold
(Last name 1st)

TITLE: Flowering Trees for Florida.

Exp:
ICP:
OCLC #: 0
NUC:
Edition:
ISBN:

Place: Stuart, Fl.
Publisher: Horticultural Books, Inc. Year: ?
Address: P.O. Box 127 33495
List Price: $14.95
Vol.:
# of copies: 1

One of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: (Attached)
Department: Forestry
Recommended by: R.E.S.

Notes (if any):

page from pub cat →

Malaya, Southeast Asia, South Pacific

WAYSIDE TREES OF MALAYA. Corner's wonderful book now being enlarged for 2d revised edition, to be 3 vols. instead of 2. To be published in 1981. If you want to be notified when available, let me know.

TROPICAL PLANTS OF TAIWAN IN COLOR (Feng-Chi Ho). 5-vol. octavo set in Chinese. Beautiful color plate on every page, identified in English caption. Text in Chinese. Vol. I has 240 pages. Indexed by botanical names in Latin. Vol. I $24.00, mail 50¢. Vol. II, $36.00, mail 50¢. Three more volumes to come.

FLORA OF JAVA (Backer). 3000 p., 3 vols., cloth. $225.00, mail $2.00.

PLANTS OF FIJI (Parham). 1972 rev. ed. 410 p. text, 36 p. bibliog., 30 p. index, 36 p. intro. 104 plates, 4 in color. $10.00, mail 95¢.

PLANT LIFE IN MALAYA (Holttum). $7.50, mail 95¢.

†FLORA OF THE MALAY PENINSULA (Ridley). Reprint. 5 vols. $175.00, mail $2.50.

BURKILL'S DICTIONARY OF THE ECONOMIC PRODUCTS OF THE MALAY PENINSULA. This work, published in 1935, quickly became a standard reference book on utilization of natural resources of Malaya. A number of amendments and corrections on the original edition were prepared by the author before he died in 1965, and incorporated in new edition. 2 vols. 2400 p. $45.00, mail $1.75.

TROPICAL BLOSSOMS OF THE PACIFIC (Hargreaves) and companion booklet TROPICAL TREES OF THE PACIFIC (Hargreaves), each 64 pages and cover, jammed with 100 color plates with Latin and common names for each, from Philippines, Hong Kong, Malaya, Ceylon, Indonesia, Tahiti, Samoa, Fiji, etc. Both books $5.00, mail 65¢.

NATURALIST'S SOUTH PACIFIC EXPEDITION: FIJI (Degener). Memoirs of 8 month sojourn in the South Sea, profusely illustrated commentary on flora and inhabitants. 300 p. $30.00, post 75¢.

MANUAL OF DIPTEROCARP TREES OF BRUNEI & SARAWAK. Suppl. $10.00, mail 85¢.

GARDENING IN THE LOWLANDS OF MALAYA (Holttum). Comprehensive study of garden plants and practices in and around Singapore, written by former director of botanic garden there. Illus. 323 pgs. $10.00, postage 75¢.

†FLORA MALESIANA. Comprehensive account of the Flora of Malay Peninsula, Indonesia, Philippine Islands, Borneo, Timor and New Guinea. 25,000 species, 2,400 genera. Series 1 flowering plants, will consist when completed of 20 volumes of 800 pages each. Available parts, Vol. 4 $80.00, Vol. 5 $85.00, Vol. 6 microfiche ed. only $36.00, Vol. 7 $125.00, Vol. 8 $175.00, mail $1.50 ea.

FLORA OF MALAYA. Vol. 3, Grasses. $14.00, mail 85¢.

Hawaii — Philippines

AN ENUMERATION OF PHILIPPINE FLOWERING PLANTS (Merrill). 4-vol. set, 1900 p., no illus., $215.00, mail $2.00.

IN GARDENS OF HAWAII (Marie C. Neal). 924 p., 317 illus. The new edition lists about 3,000 plant species, belonging to 1,420 genera and 204 families. Nearly 700 species are illustrated. It is intended for use by amateurs, as well as by botanists, as a general floral guide to Hawaii. Clothbound $25.00, mailing 95¢.

FLORA HAWAIIENSIS (Degener). Vols I-IV (1200 p.) 2nd ed., in World War II emergency cover. $10.00, mailing $1.00. Vol. V (450 p.) $10.00, mailing 75¢; Vol. VI (550 p.) $10.00, mailing 75¢.

HAWAIIAN FLOWERS & FLOWERING TREES (Kuck & Tongg). Handsome with copious color. 158 p. clothbound $19.50, mail 75¢.

THE HAWAII GARDEN. New illustrated set, 2 vols. ready, more to come. Vol I TROPICAL SHRUBS, 312 p. 103 color illus., $35.00, mail 95¢. Vol II TROPICAL EXOTICS 288 p. 109 color illus., $35.00, mail 95¢.

HAWAII BLOSSOMS (Hargreaves). 100 color plates, 64 p. and TROPICAL TREES IN HAWAII (Hargreaves). 130 trees described with full color pictures, 64 p., paper. Both booklets $5.00, mailing 65¢.

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PLANTS OF HAWAII NAT'L PARK (Degener). Paper $4.50, mail 75¢.

HAWAIIAN COASTAL PLANTS (Merlin). 130 beautiful color photos capture the essence of the great natural beauty of the coast. Paper $4., mail 50¢.

HAWAIIAN FOREST PLANTS (Merlin). Descriptive text to go along with the lovely 135 color photos of the forest plants. Paper $4., mail 50¢.

Flowering Trees for Florida

Here is a panorama of gorgeous trees from warm countries everywhere which begin to enliven the gardens and highways of all the southern States. Their magnificent coloring relieves the greenness of warm country vistas, and highlights the splendid surroundings we are all trying to create.

Several hundred flowering trees are now commonly cultivated in Florida and other warm areas, and this book presents these beauties in considerable detail.

Are you acquainted with the most beautiful flowering trees in the world? Here you will find them.

This book of some 40 chapters will acquaint you with the outstanding beautiful trees you can grow and love in your own garden. 260 pages, hundreds of photographs, quarto $14.95, mail 85¢.

Landscaping & Gardening

15

2.2 HOLDINGS CHECK: PRECHECK

In prechecking, newly received requests are compared against records in the Card Catalog and In Process File (IPF). The purpose of this is to eliminate as quickly and easily as possible duplicate requests before review and verification procedures take place. Typically, about 25% of the PRF's are eliminated in this fashion. The subprocesses of prechecking are as follows:

1. Arrange batch of PRF's alphabetically by title using card sorter, if necessary
2. Check Card Catalog
3. Check IPF
4. Count statistics and give PRF's to Searching Supervisor
5. Review PRF's
6. Sort PRF's by fund, college, or department and file in Review File

Steps 1-4 and 6 and performed by student assistants and step 5 by the Searching Supervisor. At this stage, checking in the Card Catalog and IPF is done by title because it is less complicated and because authors' and editors' names are frequently incomplete before verification. The Card Catalog is usually checked first because it will produce a higher hit rate than the IPF (see Appendix I, FILES). When alphabetizing the PRF's and checking the Card Catalog and IPF, the PRF's will fall into two general categories, found and not found. Found means that the same edition of the same title was found. Not found means that either the title was not found or a different edition of the title was found.

Different editions, or AE's (another edition) as we call them, are usually found in the Card Catalog. At this stage, it can be especially difficult to distinguish between found and AE's (not found) because the edition and/or year of publication are frequently not indicated on the PRF. Also, the complete title may not be indicated. When comparing records in the Card Catalog against PRF's, check author, title (including subtitle), place, publisher, year, and edition. If author/title agree and other information does not, it is an AE. If place, publisher, year, or edition are omitted on the PRF but the author/title agrees, assume it is the same edition. If more complete title is found in Card Catalog or IPF indicate "HAVE?", "on order?", or "in cat?".

Another subcategory of not found is AC (another congress, i.e., a different session or meeting of a congress, symposium, workshop, etc.). These are not to be confused with AE's because the content of each publication is different, and the numbers indicate different numbers of congress, etc., not different editions. Fortunately,

requesters almost always indicate the number of the congress, etc. on the PRF.

If an AE is found in the Card Catalog, indicate "AE", the call number, and the edition (or year of publication if the edition is not given) under the note section of the PRF. If you are not sure whether it is an AE or not, do the same, but indicate "AE?". If an AC is found in the Card Catalog, indicate "AC", the call number, and the number of the latest congress, etc. If several different AE's are found, indicate the latest edition only. See Appendix G, PRF'S AND MOF'S, for examples.

Processing of a PRF for which the title is found varies according to its processing status and whether the title is being requested by the same or a different requester. Use the following chart to determine the appropriate action to take.

FOUND

CONDITION	ACTION TO TAKE
Request found among PRF's being processed	
Same requester	Keep most complete and legible PRF. Discard other PRF and count for statistics.
Different requester	Staple PRF's together.
Found in IPF	
Same requester - on order (MOF/PRF found)	Write "dup on order" on PRF.
Same requester - in Cataloging (Gold or Blue Slip found)	Write "dup in cat" on PRF.
Different requester - on order (MOF/PRF found)	Write "on order" on PRF being searched. At bottom of MOF print clearly (remove PRF before you do this) "Notify:", the last name of the requester and the name, or abbreviation, of his or her department.
Different requester - in Cataloging (Gold or Blue Slip found)	Write "in cat" on PRF.
Found in Card Catalog	Write "HAVE/" and the call number (including any special location symbols such as ARCH. on PRF.

Write notes on PRF in blank section in center, right under "Notes".

If a request is for a particular volume in a set and another volume is found in the Card Catalog, indicate "ADD/", the call number and the volume which the Library already has (see Appendix G for example). If the request is for a particular volume in a set and the only volume the Library has is in Cataloging, indicate on the PRF after "LC #" and "OCLC #": "ADD/", and the number of the volume in Cataloging in the note section (see Appendix G for example).

Segregate founds from not founds. Count PRF's by category of found and not found and subdivide them by internal and external. Internal indicates that the request was submitted by a Library Staff member. External indicates that the request was submitted by someone outside the Library. Include under not found all AE's, AC's, and ADD's, as well as the regular titles which are not found. Enter statistics on statistical sheet under "PRECHECKING" (see Chapter 10, MONTHLY REPORTS AND STATISTICS), and put batch of PRF's in Searching Supervisor's basket.

Supervisor reviews PRF's in order to clear up problems. Among these may be RUSH requests which have not been caught, series, incorret funds, or unclear colleges or departments and possible checking problems such as AE, AE?, AC, HAVE, and HAVE?. Many problems center around whether a request is a HAVE or an AE because the publisher listed on the PRF may be a distributor, a reprinter, or a subsidiary of a larger publisher. Some of these requests will have to be double checked in the Card Catalog.

PRF's which are marked "dup on order", "on order", or "dup in cat" are discarded. PRF's which are marked "HAVE" are torn down about one inch from the top middle and put in the HAVE file. PRF's which are marked "in cat" are torn down about one inch from the top middle and put in the In Cat File (see Section 2.16, REQUESTER NOTIFICATION, for further processing of these PRF's).

The PRF's which were not marked HAVE or In Cat are sorted by fund, college, or department and filed in the Review File. If a fund is indicated, always file the PRF by fund (see Appendix J). If a department is indicated, file by department or college, whichever corresponds to a fund.

2.3 REVIEW

Before a request is verified and final checked, it must be reviewed and approved for purchase by a librarian. This review of PRF's in the Review File is done periodically, the frequency depending on various factors, including the number of requests being received and the amount of funds left to spend. When approving a title for purchase, a librarian will normally consider several of the following factors: the subject matter or type of book and how it relates to the Library's collection development policies, the fund and the amount of money left to spend in that fund, the importance of the book and its author in the

particular field, how the book relates to other books in the Library or on order, the priority indicated on the PRF by the requester, the cost of the book, and other factors affecting the usefulness of the book, such as physical format, language, etc.

In addition, librarians will be looking for multiple copy requests, requests which should be made RUSH, and titles which should be put in Reference. If more than one copy is requested and the title is to be approved, the librarian will either cross out the number of copies and indicate "1" or indicate in note section "2 [3, etc.] copies OK" and his or her initials. If the request is to be made RUSH, the librarian will indicate "RUSH" in the top right corner of the PRF. If the title should be put in Reference, the librarian will change the fund to Ref and indicate "REF" in the top right corner of the PRF.

When a librarian finishes reviewing a section of the Review File, he or she will leave the PRF's in two or three categories, PRF's to be processed and ordered, PRF's to be put in Hold File, and PRF's which are problems, (i.e., funds should be different or price information is needed). PRF's which are to be processed and ordered are put in the Search File.

2.4 VERIFICATION

In the verification process, four types of information are being sought: availability, price, bibliographic information, and subject information. Availability and price information are needed for the acquisitions process as well as for the vendor, especially if we are using a book dealer. Bibliographic information, which properly identifies and describes the title, is needed by all parties concerned, including Cataloging. Library of Congress (LC) cataloging is the most widely accepted form of cataloging and the Clemson University Library uses it as its standard. LC cataloging should be chosen over any alternate forms found. This is very important for main entries and series entries. When final checking is performed, titles will be missed in the Card Catalog and in Clemson University Periodical and Continuation Titles if these entries are not correct. Subject information, in the form of the first line of the call number, is needed for collection development (see CALL NUMBER in Subsection 2.4.2, Verification Policies).

Series are checked in Clemson University Periodical and Continuation Titles during verification, but it is actually part of the final checking process (see Section 2.6, HOLDINGS CHECK: FINAL CHECK).

Verification involves not only the search for information (which is covered in the next subsection, Verification Procedures And Search Strategy) but also the comparison of information found in different sources, and when the information conflicts, the evaluation of that information and resolution of the differences. This process, known as editing, is frequently the most difficult task in verification. However, the following rules will resolve the most common problems:

1. With the exception of the publisher/distributor, always accept LC cataloging over any other cataloging

2. Always accept the highest price found

3. Unless instructed otherwise, always include the name of the distributor (if any) with the publisher

For further information concerning editing consult Subsection 2.4.2, Verification Policies.

Some information will be added or changed on virtually all PRF's during the verification process. This can normally be done without having to make a new PRF. However, in some cases the editing will be so extensive that a new PRF will have to be made. When this is done, staple the new PRF to the front of the original one. Remember, the PRF must be clear enough for an MOF to be typed from it.

2.4.1 Verification Procedures And Search Strategy

When searching, remember that we are seeking as complete information as possible. Because different sources either provide different types of information (availability, price, bibliographic, and subject) or have different levels of reliability concerning these types of information, many sources may be checked. The tools to be searched and the order in which they are searched depends on the type of publication and information already provided on the PRF and any accompanying material.

If little or no information is located, the original source may have to be consulted. In some cases this may be a journal article. Remember that information in journal articles is not regarded as being as reliable as blurbs or pub cats. In some cases the requester and/or publisher may have to be contacted (see Subsection 2.5.10, Contacting Publishers Or Requesters). In some cases, a book will be ordered even though availability or price have not been established (see under AVAILABILITY and PRICE in Subsection 2.4.2, Verification Policies).

The Searching Supervisor periodically reviews the PRF's in the Search File and distributes them among the two Searchers and him/herself for verification. The Supervisor frequently keeps many of the more difficult titles for him/herself, depending on workload and type and level of difficulty. The Supervisor may give special instructions for the difficult titles. Government publications; symposia, congresses, conferences, etc; corporate authors; foreign imprints and foreign language titles; and possible series problems are included among the categories of more difficult titles.

Batches of PRF's which have been verified normally go through the final checking procedure at varying frequencies during the year. Typical frequencies are once or twice a week. As Searchers perform

verification, they need to keep this in mind so that sufficient numbers of PRF's are ready for each final check cycle.

STANDARD OPERATING PROCEDURES

1. Searcher reviews PRF's which he/she has received from Searching Supervisor and sorts them into groups according to the most appropriate searching strategy and level of difficulty.

2. Verify titles by group. Following is an outline of some of the more convenient searching sequences. Verification is complete if adequate information is found in the first two sources listed. Otherwise, continue with other sources until complete information is found.

   a) Pub cat or blurb indicated on PRF

      i) Pub cat shelves or Blurb File

      ii) OCLC

      iii) Other sources if necessary

   b) LC card number on PRF and U.S. publisher/distributor

      i) OCLC

      ii) BIP

      iii) PTLA

      iv) Pub cats

      v) Other sources if necessary

   c) LC card number lacking and U.S. publisher/distributor

      i) BIP

      ii) OCLC

      iii) PTLA

      iv) Pub cats

      v) Other sources if necessary

   d) Foreign imprint or foreign language title

      i) OCLC

      ii) BIP (see Subsection 2.5.1)

iii) Foreign trade bibliographies

iv) Pub cats

v) Other sources if necessary

3. Go to next Subsection, Verification Policies, if necessary.

4. Review all PRF's for accuracy and completeness.

2.4.2 Verification Policies

GENERAL - Because order typists should have to do as little interpreting as possible, PRF's should be clear and understandable. If the handwriting of the requester is particularly bad, recopy the request on a new PRF, stapling the old PRF to the back of the new one. On the new PRF indicate "recopied" on the note line. When editing a PRF, use a pencil and print or write clearly. In most circumstances, incorrect information is crossed out, not erased. If changes are extensive, it may be necessary to recopy the information on to a new PRF, stapling the old PRF to the back of the new one. When adding information, follow standard rules of capitalization. If the information already on the PRF does not follow these rules, do not change it. If there is not sufficient space on the appropriate line(s) for information on the front of the PRF, draw an arrow and continue on the back of the PRF (see example in Appendix G).

As you consult different sources in the verification process, document this on the PRF. Generally, in checking and verification a "√" means that the same title and edition was not found. However, we have modified this somewhat for OCLC verification and price and availability verification. See Appendix G, PRF'S AND MOF'S, for examples of documenting information found in the OCLC data base. When looking in a source which would normally verify availability and price, a "√" is only to be used if there is no question as to the title's present availability and a firm price (the abbreviations "tent." and "approx." do not indicate a firm price). If the price is not given or the title is somehow listed as not being currently available, this is to be indicated with a "o" and an indication of its price or availability status.

AC (another congress, symposium, etc.) - If the Library already owns the proceedings of an earlier or later congress it is indicated under the note section of the PRF (see examples in Appendix G, PRF'S AND MOF'S). Be careful of confusing AC's with AE's.

AE - See Section 2.2, HOLDINGS CHECK: PRECHECK, Section 2.6, HOLDINGS CHECK: FINAL CHECK, and Appendix C, GLOSSARY for discussion of AE's. See under REPRINTS in this section for distinguishing between AE's and reprint editions.

ADD - Information concerning a book may be added to an existing card in the Card Catalog by the Cataloging Unit if 1) the book is a duplicate of a copy already held in the Library and both copies will be shelved in the same location or 2) the book is a volume in a set, one or more volumes of which are already in the Library. Normally, titles which are found during the checking process are not duplicated. However, if a librarian has indicated on the PRF that it is acceptable to duplicate the title, process it as an ADD. Author/editor, title, and imprint on the PRF must match the record in the Card Catalog exactly. Possible ADD's are indicated under the note section of the PRF by the student assistants during prechecking. These requests are verified as normally. See examples of how to indicate ADD's on the PRF in Appendix G, PRF'S AND MOF'S.

ADDRESS - A line is provided on the PRF for the requester to indicate the publisher's address. If a publisher is very obscure and the searcher discovers the address during the verificiation process, he/she indicates the address here.

AUTHOR - The main entry of a book in the Card Catalog is usually the author. In Cataloging, choosing the correct author and the proper form of his/her name can be difficult; and the cataloging rules affecting these have changed periodically over the years. Authors' statistics (i.e., birth and death dates) are no longer used at Clemson University. However, they are still found in the Card Catalog on older cards.

Personal authors' names always appear in the inverted form (last name first) when they are used as entries in bibliographies, in the Card Catalog, and when used as headings on the MOF's and PRF's.

AVAILABILITY - Availability must generally be established before a title will be ordered. Availability can be determined by using a variety of tools, ranging from trade bibliographies, pub cats, and blurbs to phoning or writing the publisher (see Subsections 2.5.1-2.5.11). If a record is found in OCLC and the publication date is within the last two years, this is regarded as sufficient to consider the title available. However, in the case of reprint publishers and certain notorious publishers who advertise far in advance of publication, such as CRC Press, OCLC should also be checked for holdings. If holdings are found by a library other than LC, the title is regarded as available. Indicate this as "dha ✓" after "other" in the verification section of the PRF. If holdings are not found, indicate "dha o" and the date checked. If it is found that a title is not yet published, the PRF is to be filed in your Forthcoming File with the due date indicated on it if it is known. See section on PRICE for estimating a price. See also under OP in this section.

If an English-language title cannot be located in any trade sources, check in Books On Demand and Guide to Reprints (see Subsection 2.5.8, Reprint Bibliographies).

BINDING - Books generally come in hardback (also known as hardcover, cloth, etc.) or paperback bindings. Many titles are

available simultaneously in both types of binding. If both types are found to be available during verification, we generally prefer the hardback, unless there is a very significant price difference. At times a requester will indicate that they prefer the paperback copy. If necessary, modify the PRF to match the binding the Library will purchase. Prices will always vary between the two types of binding and ISBN's will usually be different. If the paperback title is to be purchased, indicate "pbk" after the price on the PRF. If the request is from a pub cat or blurb in which the title is indicated as paperback, always search for the hardback edition in the appropriate trade bibliography.

Occasionally other types of binding will be found to be available. The most common of these is the publisher's library binding (PLB). Children's books are frequently available in PLB's. We prefer the PLB over other types of binding for children's books. If a title is found to be available in types of binding other than the simple hardback or paperback, consult with the Searching Supervisor.

CALL NUMBER - Record the first line of the LC call number (i.e., that part of the call number to the left of the first decimal before a letter) on the left side of the PRF, just under the note section, if the LC call number is indicated on OCLC in the 050 or 090 field. If the call number is already indicated under the note section as part of an AE or ADD note, it is not necessary to repeat it.

COPIES - The Library does not purchase multiple copies of monographs without special justification. If more than one copy is requested, check with the appropriate Library Liaison. If the liaison approves of the purchase of more than one copy, indicate this in the note section of the PRF and circle the number of copies. See also under ADD in this section and in Section 2.6, HOLDINGS CHECK: FINAL CHECK.

EDITION - A box is provided on the PRF to indicate the edition, if applicable. When indicating the edition, use the complete terminology appearing in the source you are using, such as "revised and updated", etc. See Appendix C, GLOSSARY, for a definition of edition.

Reprints and different printings are considered HAVES. At times it is difficult to distinguish between different editions, printings, and reprint editions. Different imprints of the same title are considered by catalogers to be different editions. For the purposes of acquisitions, these should be considered to be reprints, not different editions. However, if the translator, editor, illustrator, etc. change or if there is an indication of supplementary material, such as a special introduction, etc., it is a different edition. See under REPRINTS in this section.

In Spain, Portugal, and Latin America different printings are referred to as editions (edición). Because catalogers accept this as an edition statement, it is to be indicated on the PRF in the edition box. However, for the purpose of determining if a title is an AE or a HAVE, consider such editions to be nothing more than different printings.

EDITOR - If an editor's name appears on the title page of a book, it will appear on the catalog card, PRF, and MOF as part of the statement of responsibility (see examples in Appendix G). Under current cataloging practice, editors may not be chosen as main entries. For this reason, the editor's name should never appear on the PRF in the author area. Compiler's names, on the other hand, may be chosen as the main entry.

FUNDS - See Appendix J.

ISBN - See Appendix C, GLOSSARY, for description. If multi-volume set is to be purchased and an ISBN for the set is not provided, indicate the ISBN for each volume on the PRF and MOF. ISBN prefixes can for found in Who Distributes What and Where in Monograph Acquisitions Unit and in BIP. ISBN's may appear in books with, or without, hyphens. They are always to be indicated on the PRF's without hyphens.

IMPRINT - see Appendix C, GLOSSARY. Words such as company, incorporated, press, publications, limited, etc. in the publishers' names can frequently be abbreviated or eliminated altogether. However, the word "Press" or its abbreviation should always be indicated for a university press in order to distinguish it from another unit within the university. In cases in which distributors are involved, always indicate the place of distribution if necessary, "dist. by", and name of distributor after the name of the publisher. Some books have a double imprint, i.e., books which are published simultaneously in different places by different publishers. See Appendix G, PRF'S AND MOF'S, for an example of how to indicate a double imprint.

LC CARD NUMBER - See Appendix C, GLOSSARY.

NOTE SECTION (AND AREA UNDER NOTE SECTION) - This is provided for special notes from the requester. It is also used for AE, AC, and HAVE notes, additional requesters' names, donors' names, call numbers, publishers' or booksellers' order numbers, notes from the terminal, and multiple prices and ISBN's. Any item in this section, other than AE, AC, and HAVE notes, which is to be typed on the MOF should be underlined by the Searcher.

OCLC - See Subsection 2.5.5, OCLC, and Appendix C, GLOSSARY, for discussions of OCLC. See Appendix G, PRF'S AND MOF'S, for examples of how to indicate the information found in the OCLC data base as a verification source.

OP - A title is determined to be OP if it is found in a trade bibliography with an indication that it is OP or OSI, if it is not found in a trade or reprint bibliography and the publication date is before 1950, or if the publisher or a dealer has reported it as OP and it was published more than two years ago. Lacking these conditions, the Unit Head should make any determination concerning in-print status. If a title is found to be definitely OP, indicate under the note section of the PRF "OP", the date, the source of information, and your initials and give to Searching Supervisor.

PHYSICAL FORMAT - If the material being requested is in a physical format which is unacceptable for the Library, return the PRF to the requester with a note that we cannot purchase it. See Section 4.7, BOOKS AND INVOICES: STAGE II for a description of unacceptable physical formats.

PRICE - Indicate the list price found for the book. If more than one price is found, indicate the highest price found. If a discounted price is being offered and the PRF is being processed within the time limitations, indicate the discounted price. If an entire set is to be purchased and both a set price and an individual volume price is given, indicate the set price. If only an individual volume price is given or if we are only going to purchase part of a set, indicate the individual volume prices. See Appendix G for examples.

Always indicate the appropriate currency symbol before the list price. Do not convert foreign currencies to U.S. dollars. Ordering will do this later.

If a price for a title published in the Netherlands, Germany, Switzerland, or Austria cannot be verified, always write for a quote to our dealer for that country. If a single volume domestic title is thought to be available but the price cannot be verified by using the standard tools, the price can be estimated. The estimated price for a title in the social sciences or humanities should be $25.00. The estimated price for a title in the sciences should be $40.00. Only the Searching Supervisor or the Unit Head should decide when to assign an estimated price. Always put a question mark after an estimated price.

REPRINTS - Reprint publishers are notorious for advertising titles which are not yet available. For this reason, we generally wait until holdings are found in the OCLC system before placing an order. A list of the most prominent reprint publishers can be found in Section 3.1, REVIEW AND VENDOR SELECTION. If availability cannot be established in BIP for a book published in the U.S. five or more years, check BOD and Guide to Reprints (see Subsection 2.5.8, Reprint Bibliographies). Titles listed in BOD are readily available.

Reprints of titles which the Library already owns are considered to be HAVE's. A reprint edition may be difficult to distinguish from another edition (AE). See also under EDITION in this section and under EDITION and REPRINT in Appendix C, GLOSSARY.

REQUESTER - The requester is the person requesting or recommending that the book be purchased by the Library. A requester must always indicate his/her name and department on the PRF. See Appendices D and E for requesters' and departments' abbreviations. When the MOF's are typed, the requester's last name must appear on the MOF. See Appendix G, PRF'S AND MOF'S, for examples of multiple requesters.

SERIALS - See Appendix C, GLOSSARY, for definition. Occasionally, serial titles are requested on PRF's. This will usually be discovered from the title (the use of such words as "journal", "series", etc.), an

open entry in the OCLC record, an annual cost given for the list price, periodical indicated as the type of material requested, or a bib. level "s" in the fixed field area of the OCLC record. If the request appears to be for part of a serial, continue to process it. If, however, the request appears to be for the entire serial, show the PRF to the Searching Supervisor. It is difficult to categorize some publications as serials or monographs, such as with updating services. If you are in doubt, consult with the Searching Supervisor.

SERIES - See Appendix C, GLOSSARY. If a title is verified on OCLC as not being part of a series, line out the word "series" on the PRF. If the title is part of a series, the series statement (see GLOSSARY) will be indicated on the OCLC record in the 400's field. Indicate the series statement on the PRF after the word "series" and enclose it in parentheses. If the series will be traced differently in the Card Catalog (i.e., the series entry will be different from the series statement), the series entry will appear on the OCLC record in the 800's field. Indicate the number of the field and the series entry under the note section on the PRF. Some titles are part of more than one series. Indicate each series on the PRF.

TITLE - See Appendix C, GLOSSARY. The title is always followed by a slash, or a period. Titles and subtitles should always be separated by a space-colon-space on the cataloging record. Distinguishing between the title and subtitle is extremely important, because this will affect the way the record is filed in the Card Catalog and In Process File and the way it is indexed in the OCLC data base.

UNIFORM TITLES - See Appendix C, GLOSSARY. Uniform titles are not used for acquisitions purposes. However, they are indicated on the PRF's by the searchers (see Appendix G, PRF'S AND MOF'S). Uniform titles appear in OCLC records in the 130 field (see example in Subsection 2.5.5, OCLC). Uniform titles will be found most frequently with translations and musical works.

STATEMENT OF RESPONSIBILITY - If a book has a statement of responsibility, it will always appear in the cataloging record after the title, preceded by a slash and followed by a period. Do not repeat the name of the main entry in the statement of responsibility. When the author or other information which appears in the statement of responsibility is to be omitted from the statement of responsibility on the PRF, indicate this with elipses (...). See example in Appendix G, PRF'S AND MOF'S.

VOLUMES - The box for volumes on the PRF is to be used to indicate the volume number of a particular title, if it is part of a set, or to indicate multiple volumes. See examples in Appendix G, PRF'S AND MOF'S.

2.5 VERIFICATION SOURCES

Subsections 2.5.1 - 2.5.10 explain in detail the uses of the various verification tools. It is worth repeating the warning here that each tool has distinct filing rules and different levels of accuracy and completeness. Alternate choices and forms of entry should be searched. Initials and acronyms should generally be checked at the beginning of the appropriate letter as well as where they would interfile alphabetically. Surnames with prefixes such as "De" or "Van" may be filed as one or two words or may be considered as part of the given name. Compound surnames may be filed under either element in the name, depending on the tool being used. The prefix "Mc" may or may not be filed as "Mac". Finally, diacritical marks may affect the spelling and, therefore, the filing. Consult the section on the Card Catalog in Appendix I.

Although trade bibliographies are frequently the best sources we have to determine availability, the in-print status of a book may change on a daily basis, making much of the information in these bibliographies out of date.

2.5.1 Books In Print

BOOKS IN PRINT

Publishing information:
Publisher: R. R. Bowker Company
Frequency: Annual with a mid-year supplement
Number of volumes: Six volumes with supplement volume(s)
Other: Supplemented six times a year by Forthcoming Books

Abbreviation: BIP, BIP Suppl

Location: Index table in Monograph Acquisitions Unit

Scope: A national bibliography that is also a trade and "current" bibliography. Lists items from a number of American publishers and distributors that are presently available for sale ("in print") or that will be published commercially.

Arrangement of entries: Volumes 1, 2, and 3 are an alphabetically-arranged author index. Volumes 4, 5, and 6 are an alphabetically-arranged title index. Entries listed usually follow the standard filing practices (see Appendix I, FILES AND FILING FULES); however, for guidance on arrangement, see the "How To Use" preliminary pages of volume 1.

Elements in each entry:
Author, Co-author
Editor, Co-editor
Translator, Co-translator
Title
Number of volumes
Edition
Library of Congress number
Series information
Page numbers
Language if other than English
Whether or not illustrated
Grade range
Year of publication
Type of binding if other than cloth over boards
Price
International Standard Book Number
Publisher's order number
Publisher and/or distributor

Supplementary sections:

How To Use Books In Print
Key to Abbreviations
Three publisher indexes: a listing of all new publishers with titles listed for the first time in BIP; a listing of the active publishers in BIP in the order of the abbreviation of publishers' or distributors' names used in each entry; and a alphabetical index of active United States publishers.

Other:

Search title index first.
If entry is not found in title index, it must be searched in the author index.
Always use a pencil for additions or corrections - NEVER ERASE ORIGINAL INFORMATION if totally different from new information.
Add any additional bibliographic information found to PRF. If information differs from that already on PRF, indicate either under note section or in shaded area on BIP lines provided.
If price found is higher than one provided, cross out the original and indicate higher price.
Use "pbk" to indicate a paperback book.
Indicate the following in the shaded area next to BIP, if applicable:
WFI (write for information)
DNS (date not set)
PNS (price not set)
NYP (not yet published)
OP (out of print)
CA (cancelled)
If reprint information is provided, indicate this in the "note" section on PRF.

FORTHCOMING BOOKS

Publishing information:
Publisher: R. R. Bowker Company
Frequency: Bi-monthly
Number of volumes: One
Other: Supplement to Books In-Print

Abbreviation: FB

Location: Index table in Monograph Acquisitions Unit

Scope: Current information on American titles that is supplementary to Books In Print. Proves helpful when checking the status of an announced title. Each issue updates and cumulates the previous one.

Arrangement of entries: Same as in BIP

Elements in each entry: Same as in BIP

Supplementary sections:
Key to new publishers' and distributors' abbreviations
Key to active publishers' and distributors' abbreviations

Other: Publishers submit information to Bowker about titles they expect to publish in the near future -- anywhere from two to five months to almost a year. Occasionally a title announced in FB is never published. More frequently, the title changes, which may cause one to think that it was not published. Judgment should be used when determining which source should be searched first, BIP or FB. Very recent publications should be searched in FB and, if not found, searched in BIP.

2.5.2 Foreign Trade Bibliographies

The foreign trade bibliographies used in searching are located on the index table in the Monograph Acquisitions Unit and consist of the following:

1. British Books in Print,
2. Whitaker's Cumulative Book List,
3. Canadian Books in Print,
4. ISBN: Libros Españoles,
5. Les Livres Disponibles,
6. Verzeichnis Lieferbarer Bücher.

These bibliographies should be consulted for any publications which: are written in a foreign language; have a foreign publisher (foreign imprint) listed on the PRF; or are suspected of having a foreign publisher, but for which only a U.S. distributor is listed on the PRF.

Check BIP first to see if the publication is listed with a U.S. distributor, especially for imprints from Great Britain, Ireland, France, The Netherlands, Belgium, Germany, and Switzerland. If the title is not found in BIP, check the title on the OCLC terminal to obtain the correct spelling and form of the author's or editor's name, the title, the publisher, and the year of publication. Even though information about the correct form of the author's or editor's surname may have been obtained from the OCLC terminal, you should search the name by any of its possible forms in the foreign bibliographies.

When searching in bibliographies which are written in a foreign language, be sure that each item of the entry is clearly understood. This is especially important regarding the physical format of the publication (book, record, microform, etc.) and possible series citations. If the least doubt exists, consult The Language of the Foreign Book Trade (see Subsection 2.5.9, Other Sources) for the English equivalents of the words and abbreviations used in foreign bibliographies. This is a very valuable reference tool and its importance to the process of searching foreign language bibliographies cannot be stressed enough.

The prices in foreign trade bibliographies are not listed in U.S. currency, but in the currency of the country or countries for which the bibliography is published. The symbol of the currency in which the price is listed must be written immediately in front of the price in the proper location on the PRF. This is very important to the Ordering sub-unit so that the currency can be properly converted to U.S. currency and the correct price encumbered.

Following are descriptions of each foreign bibliography including: publishing information; our methods of citing them for searching purposes (abbreviation); their scope, arrangement, and contents; and problems encountered in their use.

BRITISH BOOKS IN PRINT

Publishing information:
- Publisher: J. Whitaker & Sons, Ltd.
- Frequency: Annual
- Number of volumes: Two
- Other: Supplemented quarterly by Whitaker's Cumulative Book List

Abbreviation: BBIP

Scope: Currently available books published in the United Kingdom and Ireland

Arrangement of entries: Author, title, and subject entries interfiled

Elements in each entry:
- Main entry (in bold face type)
- Title (if not main entry), or author or editor (if title entry)
- Volume or part number
- Size of publication
- Number of pages in publication
- Number of illustrations in publication
- Edition
- Series
- Binding (if not cloth)
- Price (* indicates non-net)
- Publisher
- Date of publication
- ISBN (in the absence of an ISBN, a "w" number is added, but this number should never be used for book ordering)

Supplementary sections:
- Explanation of the arrangement and elements of the entries
- List of abbreviations used in the entries
- Table of book sizes
- Alphabetical list of British publishers and their addresses
- Numberical list of publishers by their ISBN prefixes
- List of guides to British books and their publishers
- Book trade bibliography, a list of books dealing with publishing and bookselling
- List of series and their publishers

Other: Prices are stated in British Pounds, symbolized by "£".

WHITAKER'S CUMULATIVE BOOK LIST

Publishing information:
- Publisher: J. Whitaker & Sons, Ltd.
- Frequency: Quarterly
- Number of volumes: One
- Other: Supplements British Books In Print

Abbreviation: Whitaker's

Scope: Currently available and forthcoming books published in the United Kingdom and Ireland since the publication of British Books In Print

Arrangement of entries: Author, title, and subject entries interfiled

Elements in each entry:
- Main entry (in bold face type)
- Title (if not main entry), or author or editor (if title entry)
- Volume or part number
- Size of publication
- Number of pages in publication
- Number of illustrations in publication
- Edition
- Series
- Binding (if not cloth)
- Price (* indicates non-net)
- Publisher
- Date of publication
- ISBN (in the absence of an ISBN, a "w" number is added, but this number should never be used for book ordering)

Supplementary sections: A list of abbreviations used in the entries

Other: Prices are stated in British Pounds, symbolized by "£".

CANADIAN BOOKS IN PRINT

Publishing information:
Publisher: University of Toronto Press
Frequency: Annual
Number of volumes: One

Abbreviation: CBIP

Scope: Primarily information about English language titles published in Canada, but also contains information about French language titles which are published by predominantly English language publishers in Canada

Arrangement of entries: Author index and title index

Elements in each entry:
Author, editor, or title (in bold face type)
Title (if entry found in Author Index), or author or editor (if entry found in Title Index)
Illustration statement
Publisher
Date of publication
Edition
Price
ISBN (in brackets)
Series statement (in parentheses)

Supplementary sections:
Publisher index
List of publishers' ISBN prefixes in numerical order

Other: Price is listed in Canadian dollars, not U.S. dollars. Precede the dollar sign on the PRF with a "C".

ISBN: LIBROS ESPANOLES

Publishing information:
Publisher: Agencia Española del International Standard Book Number (ISBN)
Frequency: Annual
Number of volumes: One
Other: Spanish and Portuguese languages

Abbreviation: SBIP

Scope: Books published in Argentina, Colombia, Costa Rica, República Dominicana (Dominican Republic), España (Spain), Guatemala, Méjico (Mexico), El Salvador, Uruguay, and Venezuela

Arrangement of entries: Title entries only, grouped according to the country or province in which the title was published

Elements in each entry:
Title
Author or editor
Publisher (in capital letters)
Date of publication
Volume number or number of volumes
Number of pages in publication
Edition statement
Size of publication
Binding (Tela: cloth bound, Rúst.: paper bound)
Price
Series statement
ISBN

Supplementary sections:
Numerical list of publishers by their ISBN prefixes
Alphabetical list of publishers
List of acronyms
Index of series
Fe de Erratas: List of Errors

Other:
Prices are listed in Spanish Pesetas, symbolized by "pts."
A decimal, instead of a comma, separates the thousands and the hundreds places in Spanish numbers
Be sure to check all geographical sections as well as the Fe de Erratas to locate the publication for which you are searching, as well as to make sure that there are no errors in the original entry which were corrected later

LES LIVRES DISPONIBLES

Publishing information:
- Publisher: Cercle de la Librairie
- Frequency: Annual
- Number of volumes: Two
- Other: French language

Abbreviation: FBIP

Scope: French language books published throughout the world

Arrangement of entries: Title entry volume and author entry volume

Elements in each entry:
- Title entry volume:
  - Title (in bold face print)
  - Subtitle
  - Volume number and volume title
  - Author or editor (in bold face type, surnames in capital letters)
  - Bilingual edition statement
  - Translation statement
  - Year of publication
  - Edition statement
  - Number of pages in publication
  - Size of publication
  - Illustration statement
  - Facsimile statement
  - Publisher (in capital letters)
  - Series statement (in italic type, in parentheses)
  - Price for sales in France only (Pcb)
  - Export price
  - Retail price and currency (cloth binding price listed first)
  - Book code number (latter part of ISBN)
- Author entry volume:
  - Author or editor (in bold face type, surnames in capital letters)
  - Title (in bold face type)
  - Other elements in entry are as above

Supplementary sections:
- Preface and explanation of volumes and entries in French and English
- List of publishers and distributors
- List of series and their publishers

Other: Prices are listed in many different currencies. Pay close attention to the currency symbol and be sure to copy the export price, not the price for sales in France. The currency in France is the Franc and the symbol is "FF" for French Franc, not to be confused with the currency of other countries which use the Franc, such as Switzerland. A comma, instead of a decimal point, is used in the price listing.

VERZEICHNIS LIEFERBARER BÜCHER

Publishing information:
- Publisher: Buchhändler-Vereinigung GmbH
- Frequency: Annual
- Number of volumes: Four
- Other: German language

Abbreviation: GBIP

Scope: German language books published in the Federal Republic of Germany, Austria, Switzerland, and other countries

Arrangement of entries: Author, title, and subject entries interfiled. Subject entries are "see" references (i.e., referring one to another entry) and are listed in italic type. "See" is written "s".

Elements in each entry:
- Author or title (in bold face type)
- Number of volumes or volume number
- Editor, author of introduction, illustrator, etc.
- Date of publication
- Page[illegible] publication
- Size of publication
- Weight of publication
- Series statement (in parentheses)
- Publisher (in single quotation marks)
- Binding abbreviation
- Price and currency (if not Deutschmarks)
- ISBN (in angle brackets)
- Wholesaler and distributor codes (in boxes and square brackets)

Supplementary sections:
- Information about use and arrangement of GBIP in German and English
- List of codes for wholesalers and distributors in German and English
- List of abbreviations and their meanings in each volume
- Series index
- Alphabetical list of publishers and their addresses
- Numberical list of publishers by their ISBN prefixes

Other:
- The currency in which the prices are listed is German Deutschmarks (DM) unless another currency is listed. Note currency carefully. The Germans use a comma, instead of a decimal point, in the price listing and a dash, instead of two zeros, after the comma.
- Pay close attention to all abbreviations. If in doubt, look up the meaning.
- Nouns in German are always capitalized.
- Some elements are approximate and are preceded by "ca.", meaning "circa".

2.5.3 PUBLISHERS TRADE LIST ANNUAL

Publishing information:
Publisher: R. R. Bowker Co.
Frequency: Annual
Number of volumes: Five

Abbreviation: PTLA

Location: Index table in Monograph Acquisitions Unit

Scope: In print titles published in the United States and Canada. Some of the major publishers are not included; however, some small publishers which are not covered in BIP are included.

Arrangement of entries: Each publisher has its own internal arrangement

Elements in each entry: Information varies depending on publisher

Supplementary sections:
Index to Publishers lists alphabetically every publisher and its address and telephone number and gives the page number of the publisher's yellow pages listing or indicates with asterisks (***) that the publisher has a catalog included in the white section
Subject Index to Publishers
Index to Publisher's Series
Yellow Pages Booklists

Other: If verification is not found in other usual sources, refer to PTLA. Sometimes the word "approximately" or "probably" appear after the price. Indicate this on PRF next to the price. If "date not set", "price not set", or "not yet published" are given in PTLA, make a notation on PRF and keep PRF in NYP File.

2.5.4 Publisher's Catalogs And Announcements

Publishing information: See Appendix C, GLOSSARY, for descriptions

Abbreviations: Pub cat, blurb

Scope: Pub cats in the Pub Cat File cover many books published in the U.S. and some foreign titles. Some dealer catalogs are kept with pub cats as well. These are generally from dealers who distribute foreign titles in this country. Blurbs received as requests, or blurbs received with requests, are kept in the Blurb File for one year.

Arrangement of entries: Varies according to publisher

Arrangement of pub cats: Pub cats are grouped in boxes, alphabetically by the name of the publisher or dealer. Special rules are used in filing pub cats which enable easier filing and retrieval (see Appendix I, FILES AND FILING RULES).

Arrangement of blurbs: Blurbs are kept in folders by month. Within each folder they are arranged by date of receipt (this should agree with the date on the corresponding PRF).

Other: Check the Blurb File only for those requests received with blurbs and which have a problem concerning verification.

2.5.5 OCLC

OCLC is one of the three major, noncommercial, online bibliographic networks in the United States. It was established in 1967 as the Ohio College Library Center. The name has since been changed to OCLC to reflect its nationwide growth. It now has about 3,000 participating libraries around the country. The Central Processing Unit (CPU) and data base are located in Dublin, Ohio. The data base contains about 8 million bibliographic records (3.5 million of these are LC records). It offers computer support services for cataloging, acquisition, interlibrary loan and serials control. The cataloging support system is the largest segment of these services and the one used by the Monograph Acquisitions Unit. OCLC eliminates the time-consuming task of manually searching for cataloging information. We search the data base using a computer terminal which transmits information to, and receives information from, the CPU instantaneously via telephone lines. Robert M. Cooper Library is a member of the Southeastern Library Network (SOLINET), through whom we contract for needed services.

One important service program of SOLINET is the training of the technical service staff in using the online bibliographic data base. Workshops are held to update skills; and material is provided for training new staff. Searching of the bibliographic data base is done by using CRT terminal with a keyboard. On the job training of searchers is provided by the Searching Supervisor. The training necessary is beyond the scope of this text; therefore, the training materials listed below should be studied carefully before using the CRT terminal.

1. SOLINET Terminal Training Manual
2. OCLC: An Introduction to Searching and Input
3. Searching the Name-Address Directory
4. OCLC. Technical Bulletin, No. 95 on Search/Retrieval Enhancements
5. On-Line Systems (only the sections below)
   a) Searching the On-Line Union Catalog
   b) Name-Authority: User Manual
6. Introduction to Technical Services for Library Technicians - in particular Chapters 4-8

2.5.6 DISSERTATION ABSTRACTS INTERNATIONAL

Publishing information:
- Publisher: University Microfilms International (UMI)
- Frequency: Annual
- Number of volumes: Multi-volumes, 1938 - present
- Other: European Abstracts is published quarterly

Abbreviation: DA

Location: REF AS30.D6

Scope: Doctoral dissertations accepted by American, Canadian and European Universities

Arrangement of entries:
- Section A (The Humanities and Social Sciences) subarranged by subject
- Section B (The Sciences and Engineering) subarranged by subject
- Section C (European Abstracts) subarranged alphabetically by subject

Elements in each entry:
- Title
- Author
- Institution
- Year degree awarded
- Abstract
- Order number
- Number of pages

Supplementary Sections:
- Explanation of arrangement
- Explanation of keyword title index
- Subject catagories used in the preparation of DA
- DA information on dissertations
- Doctoral dissertation series - cooperating institutions
- Keyword title index
- Author index

Other:
- Dissertations are available in microfiche and hardcopy. We prefer to purchase the hardcopy
- No other verification is necessary, if found in DA
- For schools located in Canada, if not listed in DA, write to the National Library located in Ottawa, Canada for a microfiche copy
- Not all dissertations are available from UMI. Contact the university directly if not listed in DA
- Check latest volume for current price information

2.5.7 Public Documents

INTRODUCTION

Public documents are publications issued by governments, whether domestic or foreign; national or international; federal, state, or local. However, the Public Documents Unit does not process foreign, international, or local documents. On the state level, the Unit only processes South Carolina state documents and agricultural documents received free of charge or on exchange from other states.

Before searching the indexes that follow, search possible public documents in the OCLC data base to see if a record for the requested title is there. If a record is found, transfer the information including the Superintendent of Documents number or the NTIS order number if it is provided, from the terminal to the PRF. For proper citations on PRF/MOF, see examples in Appendix G.

It is important to remember that some government publications are available through the Government Printing Office and the National Technical Information Service. If the issuing agency is a governmental agency, check the Public Documents files by Superintendent of Documents number first. If not found during that check, proceed to obtain an NTIS order number and then check the Public Documents files by that number. The normal final checking procedure is then followed.

GOVERNMENT REPORTS ANNUAL INDEX

Publishing information:
Publisher: National Technical Information Service, U.S. Dept. of Commerce
Frequency: Annual
Number of volumes: Six
Other: Index to Government Reports Announcements & Index

Abbreviation: GRA Index

Location: DOC REF C51.9/4:

Scope: U.S. Government - sponsored research, development, and engineering reports, as well as foreign technical reports and other analyses prepared by national and local government agencies, their contractors, or grantees

Arrangement of entries:
Section 1, Keyword Index (A-L): Alphabetically by keyword and then by NTIS order number
Section 2, Keyword Index (M-Z): Same as above
Section 3, Personal Author Index: Alphabetically by personal author's last name followed by either a first name or an initial. NASA and DOE reports do not spell out an author's first name, but use only initials
Section 4, Corporate Author Index: First by organization's name, then alphanumerically by the performing organization report or series number. If no report or series number is included, the subarrangement is by NTIS order number
Section 5, Contract/Grant Number Index: Alphanumericaly by the contract or grant number and then by the corporate or performing organization
NTIS Order/Report Number Index (1-E): Alphanumerically by NTIS order number, the performing organization report number, and the sponsoring organization report number
Section 6, NTIS Order/Report Number Index (F-Z): Same as above

Elements in each entry: Vary, depending upon in which section you are looking. See complete explanation of entries at the beginning of each section.

Supplementary sections:
About NTIS
NTIS Price Codes

Other:
Same as GRA

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GOVERNMENT REPORTS ANNOUNCEMENTS

Publishing information:
- Publisher: National Technical Information Service, U.S. Dept. of Commerce
- Frequency: Biweekly
- Number of volumes: One
- Other: Indexed by Government Reports Annual Index

Abbreviation: GRA

Location: DOC REF C51.9/3:

Scope: Same as GRA Index but also includes abstract of each

Arrangement of entries: The full bibliographic report entries are arranged by subject category and subcategory. Within each subcategory the reports are arranged alphanumberically by NTIS order number; the Ebcdic character set is used

Elements in each entry:
- NTIS Subject Category
- NTIS Subcategory
- NTIS Order Number
- Availability/Price codes
- Corporate or Performing Organization
- Report title
- Personal authors
- Report date
- Page count
- Report number(s)
- Contract or grant number(s)
- Abstract

Supplementary sections:
- About NTIS & How to Order
- How to Use
- Subject Category and Subcategory Structure
- NTIS Products
- Price Codes (outside back cover)

Other:
- If an NTIS Order number was not provided on the original request and was not found on a record in the data base, the title is then searched in the GRA Index and GRA for the availability, the NTIS Order number, and the price code.
- As soon as an NTIS Order number is provided for the title, the Public Documents Unit should be asked to check their files to see if the library has the title requested. If the title is found among the library's holdings, indicate "HAVE - Pub.Doc., the NTIS Order number" and the initials of the Public Documents staff member who located it under the "Notes" section on the PRF. Indicate "Pub.Doc. o" and their initials in the shaded area of the PRF to

the right of the searching section of the library does not have the title. The PRF is then final checked as any other monograph.

MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS

Publishing information:
- Publisher: Superintendent of Documents, U.S. Government Printing Office
- Frequency: Monthly, with a cumulative semiannual and annual index
- Number of volumes: One per month, two per cumulation

Abbreviation: MC

Location: DOC REF GP3.8:

Scope: U.S. Government Publications for sale by the Superintendent of Documents, the issuing office, or the National Technical Information Service. Also listed are publications available to Depository Libraries

Arrangement of entries in cumulative indexes:
- Author Index
- Title Index
- Subject Index
- Series/Report Index
- Classification Numbers Index
- Stock Numbers Index
- Title Keyword Index

All the above are arranged alphabetically, except the Stock Number index which is arranged numerically

Arrangement of entries in monthly issues:
- Monthly Catalog
- Author Index
- Title Index
- Subject Index
- Series/report Index
- Stock Number Index
- Title Keyword Index

Elements in each entry of the monthly catalog:
- Monthly catalog entry number
- Supt. of Docs. class number
- Main entry
- Title phrase/statement of responsibility
- Edition
- Imprint
- Address
- Collation
- Series statement
- Notes
- Item number
- Stock number
- Price
- Subject headings
- Added entries

Library of Congress class number
Library of Congress card number
Dewey class number
OCLC number

Supplmentary sections:
Preface
User's Guide
General Information
How to Order Publications
List of Special Materials
New Classification Numbers
Discontinued Series
Correction for Previous Monthly Catalogs
List of Government Authors

Other:
If a Superintendent of Documents number was not provided on the original request and was not found on a record in the data base, the title is then searched in the Monthly Catalog for the availability, the Superintendent of Documents number, the stock number, and the price.

As soon as a Superintendent of Documents number is provided for the title, the Public Documents unit should be asked to check their files to see if the library has the title requested. If the title is found among the library's holdings, indicate "HAVE - Pub.Doc., the Supt. of Docs. number", and the initials of the Public Documents staff member who located it under the "Notes" section on the PRF. Indicate "Pub.Doc. o and their initials in the shaded area of the PRF to the right of the searching section if the library does not have the title. The PRF is then final checked as any other monograph.

If the entry in the Monthly Catalog indicates that the title is available from the National Technical Information Service, refer to the section on the GOVERNMENT REPORTS ANNUAL INDEX.

CIS/INDEX

Publishing information:
Publisher: Congressional Information Service, Inc.
Frequency: Monthly index and abstracts issues, quarterly index cumulations, and annual cumulation of indexes and abstracts
Number of volumes: Two per month, one per quarter, two per year
Other: Published in two parts; an index section correlates to a separately bound abstracts section

Abbreviation: CIS/INDEX

Location: REF KF49.C62

Scope: Access to the "working papers" of the United States Congress. Publications of some three hundred active House, Senate, and Joint committees and subcommittees

Arrangement of entries: Publications are indexed by subject, name, title, author, bill number, etc. Extensive cross-references direct you to additional information under related index headings. Each listing in the index provides a brief characterization of the indexed material and cites an accession number. This number corresponds to a specific publication description in the abstracts section

Elements in each entry: Vary, depending upon in which section you are looking and upon the particular information being indexed. See complete explanation of entries in each section.

Supplementary sections: Same as above

Other: Order forms for CIS Documents on Demand are located in the Public Documents file in the Searching Supervisor's desk

AMERICAN STATISTICS INDEX

Publishing information:
Publisher: Congressional Information Service, Inc.
Frequency: Monthly index and abstracts issues, quarterly index cumulations, and annual cumulation of indexes and abstracts
Number of volumes: Two per month, one per quarter, two per year
Other: Published in two parts: an index section correlates to a separately bound abstracts section

Abbreviation: ASI

Location: REF Z7554.U5A46

Scope: Access to the statistical publications of the United States government produced each year by some five hundred sources

Arrangement of entries: Data is indexed by subject, name, category, and title. Extensive cross-references direct you to additional information under related terms. Each index entry cites an accession number that corresponds to a specific publication description in the abstracts section

Elements in each entry: Vary, depending upon in which section you are looking and upon the particular information being indexed. See complete explanation of entries in each section

Supplementary sections: Same as above

Other: Order forms for ASI Documents on Demand are located in the Public Documents file in the Searching Supervisor's desk

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PUBLICATIONS REFERENCE FILE

Publishing information:
- Publisher: Superintendent of Documents, U.S. Government Printing Office
- Frequency: Quarterly
- Number of volumes: One
- Other: On microfiche

Abbreviation: PRF

Location: Public Documents Office

Scope: A listing of all U.S. government publications currently for sale by GPO

Arrangement of entries: Entries are listed by
- Stock Number
- Superintendent of Documents Classification number
- Title
- Subject

Elements in each entry:
- Key Phrase
- Stock Number
- Location
- Stock Status
- Status Code
- Title
- Author
- Document Source
- Imprint
- Description
- Note
- SB Nos.
- Binding
- Price

TECHNICAL TRANSLATION AUTHOR INDEX

Abbreviation: TTAI

Location: Public Documents office

Scope: TTAI is a card file listing all technical translations received from NTIS

Arrangement of entries: Alphabetically by author

Elements in each entry:
- Author
- Title
- TT number
- Year of publication
- Year of translation
- Pages
- Citation to journal in which article originally appeared (if applicable)

Other: Check this file only if there is some mention on the OCLC record or PRF that publication is a technical translation. If title is not found in TTAI, check GRA Index.

RESOURCES IN EDUCATION

Publishing information:
- Publisher: U.S. Department of Education, National Institute of Education (sponsored by the Education Resources Information Center - ERIC) (Annual Cumulation published by Oryx Press)
- Frequency: Monthly, with semiannual index and annual cumulation
- Number of volumes: One each

Abbreviation: RIE

Location: REF Z5814.R4R4

Scope: Education-related publications, most of which the Library receives on microfiche via a standing order with the ERIC Document Reproduction Service

Arrangement: Document resumes listed by accession number (numbers have ED prefix) with indexing by subject, personal author, institution, and publication type

Elements in each entry:
- Document resume section: See sample resume in the beginning of the section (this section is not used by Monograph Acquisitions unless the publication being searched is unusually difficult to identify)
- Indexes:
  - Main heading in bold face type (subject, author, institution, or publication type)
  - Title
  - Accession number

Supplementary sections:
- Selected Acronyms
- Introduction
- Highlights of issue
- How to order ERIC documents
- ERIC network components

Other:
- Any publication pertaining to education and published by a society, foundation, university or government agency should be checked in RIE. If you are unsure if the body responsible for the publication submits publications to ERIC, check the institutional index first. If the institution is found, check the author index.
- If it is suspected that a recent publication may be available from ERIC and RIE is not complete for the current year, hold the request until RIE is complete.
- Two slash marks, //, following the accession number mean that the document is not available through ERIC, thus we will not be receiving it on our standing order.

2.5.8 Reprint Bibliographies

GUIDE TO REPRINTS

Publishing information:
Publisher: Guide to Reprints, Inc.
Frequency: Annual
Number of volumes: Two

Abbreviation: Guide to Repr.

Location: Index table in Monograph Acquisitions Unit

Scope: Currently available reprints of books, journals, government publications, collections, and other materials from publishing firms throughout the world

Arrangement of entries: Monograph entries listed alphabetically by author or editor only; journals listed alphabetically by title

Elements in each entry:
Author or editor
Title (in capital letters)
Volume number or number of volumes
Publication date of original work
ISBN
Alphabetical designation of publisher
Price (following slash mark after publisher's designation)

Supplementary sections:
Explanation of how to use the Guide to Repr.
Alphabetical list of publishers and their alphabetical designations
List of publishers, their addresses, and telephone numbers, arranged by alphabetical designation

Other:
Dollar signs are omitted when the price is listed in U.S. currency.
If the price is listed in a foreign currency, the international symbol for the currency precedes the price.

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BOOKS ON DEMAND

Publishing information:
Publisher: University Microfilms International (UMI)
Frequency: Annual
Number of volumes: Three volumes dated 1980, one set of microfiche for the current year

Abbreviation: BOD

Location: Index table in Monograph Acquisitions Unit

Scope: Xerographically produced reprints available from University Microfilms International

Arrangement of entries: The 1980 volumes consisting of an author guide; a title guide; and a supplement with author entry, title entry, and subject category sections. The current microfiche contains author entries only.

Elements in each entry:
Author (if author entry) or title (if title entry) in bold face type
Title (if author entry) or author (if title entry)
Publisher of original work
Publication date of original work
Number of pages in xerographic reprint
Order number
Price

Supplementary sections:
How to order reprints from BOD

Other: Be sure to copy the order number onto the mid-section of the PRF, as it is essential to the ordering of the reprint; and be sure that you have found the most recent price.

2.5.9 Other Sources

BOOKS IN SERIES

Publishing information:
Publisher: R.R. Bowker Co.
Frequency: Irregular (This explanation pertains to the third edition, published in 1980)
Number of volumes: Three

Abbreviation: BIS

Location: REF Z1036.B7

Scope: Original, reprinted, in-print, and out-of-print books, published or distributed in the U.S. in popular, scholarly, and professional series

Arrangement of entries:
Volume 1, Series: Listed by main entry as a series
Volume 2, Authors: Listed by author or editor
Volume 3, Titles: Listed by individual title, not series title

Elements in each entry:
Volume 1, Series:
Series title (in bold face type, all capital letters)
Volume number
Title
Author or editor
Library of Congress card number
Date of publication
Binding and/or edition statement
Price
ISBN
Publisher
Out-of-Print (OP) statement
Volume 2, Authors:
Author or editor
Title
Publisher
Series (in capital letters, in parentheses)
Page reference to the location of the item in the Series vol.
Volume 3, Titles:
Title
Author or editor
Publisher
Series (in capital letters, in parentheses)
Page reference to the location of the item in the Series vol.

Supplementary sections:
Contents
Preface
How to use BIS

Key to abbreviations
Series heading index
Subject index to series
Key to publishers' and distributors' abbreviations
Directory of publishers and distributors

DIRECTORY OF PUBLISHED PROCEEDINGS

Publishing information:
- Publisher: InterDok Corp.
- Frequency: Monthly; with a cumulated index each quarter, which is superceded by each successive index; with an annual cumulation; with a five year cumulative index
- Number of volumes: One per month, one per quarter, one per year, one every five years
- Other: Library subscribes to Series SEMT, Science/Engineering/Medicine/Technology, only

Abbreviation: DPP

Location: REF Z7409.D59

Scope: Reprints and published proceedings of congresses, conferences, symposia, meetings, seminars, and summer schools which have been held world-wide and which are available from InterDok

Arrangement of entries: Listed chronologically by the date of the conference

Elements in each entry:
- Conference date
- InterDok proceedings no. (four digit number - numbering sequence begins with 0001 at the beginning of each year)
- Location of the meeting
- Name of the meeting
- Principle sponsors of the meeting
- Publisher and/or distributor
- Order number/Series statement (including ISSN)
- Editor(s)
- Date of publication
- Library of Congress card number
- ISBN
- Number of pages in publication

Supplementary sections:
- Explanation of entries and scope of DPP
- Directory of publishers and their addresses
- Editor index
- Location index
- Subject/Sponsor index

FOREIGN LANGUAGE DICTIONARIES

CASSELL'S FRENCH DICTIONARY

THE NEW CASSELL'S GERMAN DICTIONARY

and

WEBSTER'S SPANISH-ENGLISH DICTIONARY

Location: Index table in the Monograph Acquisitions Unit

Scope: Give English equivalents of French, German, and Spanish terms, and vice versa

Other: Very useful when searching French, German, or Spanish language titles or bibliographies

GUIDE TO MICROFORMS IN PRINT

Publishing information:
Publisher: Meckler Publishing
Frequency: Annual
Number of volumes: One

Abbreviation: MIP

Location: REF Z1033.M5G9

Scope: Books, journals, newspapers, government publications, archival material, collections, and other projects, etc., which are currently available from micropublishing organizations throughout the world

Arrangement of entries: Alphabetically by author and/or title

Elements in each entry: See Introduction for explanation of entries

Supplementary sections:
Introduction
Alphabetical directory of publishers
Directory of publishers by codes

INDEX TO SCIENTIFIC AND TECHNICAL PROCEEDINGS

Publishing information:
- Publisher: Institute for Scientific Information (ISI)
- Frequency: Monthly, with semi-annual cumulations
- Number of volumes: One per month, two per cumulation

Abbreviation: ISTP

Location: REF Z7403.I4

Scope: Published proceedings in book, preprint, or journal form which are being printed for the first time

Arrangement of entries: Entries are listed by
- Subject
- Proceeding number
- Author or editor
- Sponsor
- Location
- Subject
- Corporate body
  - Geographically
  - Organization name

Elements in each entry: Vary, depending upon in which section you are looking. See complete explanation of entries printed on the inside of the cover or in the section on format

Supplementary sections:
- ISI Board of Directors and staff
- Preface
- Introduction
- Explanation of format
- Abbreviations used
- How to use the index

THE LANGUAGE OF THE FOREIGN BOOK TRADE

Publishing information:
- Publisher: American Library Association
- Frequency: Irregular (not a series)
- Number of volumes: One

Abbreviation: None

Location: Index table in the Monograph Acquisitions Unit

Scope: Terms, abbreviations, and phrases used in the publishing and distributing of books in foreign countries

Arrangement of entries: Listed alphabetically within the following language groups:
- Czeck
- Dano-Norwegian
- Dutch
- Finnish
- French
- German
- Hungarian
- Italian
- Polish
- Portuguese
- Romanian
- Russian
- Spanish
- Swedish

Elements in each entry:
- Foreign language term, abbreviation, or phrase
- Colon
- English equivalent
  - or
- Foreign language abbreviation
- See (in italic type)
- Foreign language term or phrase for which the abbreviation stands

Supplementary sections: Preface

Other:
- Plural endings, where applicable, in parentheses
- Use this source extensively when searching foreign language bibliographies

MONOGRAPHIC SERIES

Publishing information:
Publisher: U.S. Library of Congress
Frequency: Quarterly, with annual cumulations
Number of volumes: One per quarter, four per cumulation

Abbreviation: MS

Location: Cataloging Unit CRT terminal room

Scope: Holdings of monographs in series of the Library of Congress and other participating libraries

Arrangement of entries: Listed alphabetically by series main entry (usually title) and subarranged chronologically by publishing date

Elements in each entry: Entries contain the same information, in the same arrangement as the elements on a Library of Congress catalog card (see under Card Catalog in Appendix I, FILES AND FILING RULES)

Supplementary sections:
Foreword explaining the source
Elements of the entries explained

NATIONAL UNION CATALOG

Publishing information:
- Publisher: U.S. Library of Congress
- Frequency: Monthly, with quarterly, annual, and quinquennial cumulations
- Number of volumes: One per month, four per quarter, and several per cumulation

Abbreviation: NUC

Location: Cataloging Unit

Scope: Publications cataloged by the Library of Congress and other participating libraries

Arrangement of entries: Items listed alphabetically by main entry (author, title, or organization). Contains cross references from other plausible entries

Elements in each entry: Entries contain the same information, in the same arrangement as the elements on a Library of Congress catalog card (see under Card Catalog in Appendix I, FILES AND FILING RULES)

Supplementary sections:
- Preface and Foreword explaining the arrangement and scope of NUC (should be read before using this source)
- Elements of the entries explained
- Symbols of participating libraries

Other:

The Library also has National Union Catalog Pre-1956 Imprints, published by Mansell, consisting of 754 volumes (number of volumes to be increased as further supplements arrive). This work is a cumulative author list of Library of Congress catalog cards and titles reported by other libraries for books published before 1956. It also contains a history of the National Union Catalog, an introduction explaining the scope, form, entries, etc.; and notes on its production and publication.

NEW SERIAL TITLES

Publishing information:
Publisher: U. S. Library of Congress
Frequency: Irregular
Number of volumes: Four in 1950-1970 cumulation, one per supplement

Abbreviation: NST

Location: REF Z6945.N53

Scope: Newly available serial titles published since 1950 held by libraries in the U.S. and Canada

Arrangement of entries: Listed alphabetically by main entry (usually title)

Elements in each entry: Entries contain the same information, in the same arrangement as the elements on a Library of Congress catalog card (see under Card Catalog in Appendix I, FILES AND FILING Rules)

Supplementary sections:
Preface
Introduction explaining the source
Participating libraries, listed by their symbols

PUBLISHER'S WEEKLY

Publishing information:
Publisher: R. R. Bowker Co.
Frequency: Weekly
Number of volumes: One

Abbreviation: PW

Location: SERIAL Z1213.P9

Scope: Publishing industry news, book reviews, book advertisements, and announcements of new publications

ULRICH'S INTERNATIONAL PERIODICALS DIRECTORY

and

IRREGULAR SERIALS & ANNUALS

and

ULRICH'S QUARTERLY (Supplement to the above)

Publishing information:
Publisher: R. R. Bowker
Frequency: Irregular, irregular, quarterly
Number of volumes: One each

Abbreviation: Ulrich's

Location: Main reference desk and Serials Acquisitions Unit

Scope: Current periodicals, irregular serials, and annuals, foreign and domestic

Arrangement of entries: Listed by subject and subarranged by title

Elements in each entry:
Dewey decimal classification number
Country code
ISSN
Main entry title/parallel language title (in capital letters)
Subtitle
Language notation
Year first published
Frequency
Price (note the currency)
Publisher's name and address
Editor
Special features
Index information
Micropublisher
Abstracts in which series is indexed
Former title and ISSN
Annotation

Supplementary sections:
Ulrich's International Periodicals Directory:
Contents
User's guide
Abbreviations (five subsections)
Subjects
Cross-index to subjects
Cessations
Index to publications of international organizations (four

subsections)
Title index

Irregular Serials & Annuals:
All of the above
International Standard Serial Number (ISSN) explained
Notes on subjects
ISSN index

Ulrich's Quarterly:
User's guide
Abbreviations (three subsections)
Subjects
Title change index
Cessations
Title index

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UNION LIST OF SERIALS

Publishing information:
- Publisher: The H. W. Wilson Co.
- Frequency: Irregular (This explanation pertains to the third edition, published in 1965)
- Number of volumes: Five

Abbreviation: ULS

Location: REF Z6945.U58 1965

Scope: Serials which began publication before 1950

Arrangement of entries: Alphabetically by main entry (usually title)

Elements in each entry:
- Title
- Publisher
- Beginning date
- Brief explanation of title changes, etc., if necessary
- Holdings
- Other (see Sample Entries)

Supplementary sections:
- Cooperating libraries
- Explanation
- Abbreviations and Symbols
- ULS Committee
- Preface and Introduction
- Sample Entries

WEEKLY RECORD

Publishing information:
Publisher: R. R. Bowker Co.
Frequency: Weekly
Number of volumes: One

Abbreviation: WR

Location: Index table in the Monograph Acquisitions Unit

Scope: Current American books and foreign books distributed in the U.S.

Arrangement of entries: Listed by main entry (author, corporate author, or title)

Elements in each entry: Contains the same elements as a Library of Congress catalog card (see under Card Catalog in Appendix I, FILES AND FILING RULES) plus the price of the item

Supplementary sections: An explanation of the scope and items in the entries in WR. Read the explanation before using this source.

2.5.10 Contacting Publishers, Dealers, Or Requesters

If a title can be verified nowhere else, a Searcher may resort to contacting the publisher/distributor, a dealer, or the requester. The requester is usually contacted only when a bad citation is suspected or if the requester has not provided the publisher's name and the Searcher has been unable to determine the identity of the publisher.

If possible, contact the publisher/distributor by telephone for titles published in the continental U.S. and Canada. Otherwise contact them by mail using standard quote letter (see Appendix H, OTHER FORMS). Telephone numbers can usually be found in the back of the third "title" volume of BIP. If not found there, refer to Section 3.3, REVISION AND ADDRESSES, for information about locating telephone numbers. When telephoning, ask the publisher/distributor if the title is available; what the price, year of publication, and ISBN are; and if the title is part of a series. If we do not own a copy of their current pub cat, request that a copy be mailed. If the title is available, indicate "phone quote √", your initials, and the date in the verification section of the PRF after "Other".

For titles published overseas, contact the dealer we use for that country by mail, using standard quote letter. Refer to Section 3.1, REVIEW AND VENDOR SELECTION, for the names of those dealers. Their addresses can be found in the Address File. Remember to stamp the envelope "AIR MAIL". Keep a copy of each letter in your quote letter file.

If and when a positive response is received, record the price on the PRF and indicate "quote letter √", your initials, and the date the response was received in the verification section after "Other". Staple quote letter and response letter together and file them into the Completed Problems File in Receiving.

Occassionally, the publisher will send a free copy of the title. See Chapter 7, GIFTS, for procedures. If the publisher tells you over the telephone that the book is available free of charge, request that it be sent to your attention and process it as in Chapter 7, GIFTS. If a quote letter is received reporting that the title is free, indicate "Free" by the "List Price" on the PRF; and, after "Other" in the verification section, indicate "quote letter √", your initials, and the date the response was received. Staple both letters together and file them in Completed Problems File in Receiving. Give book and PRF to Unit Head.

2.6 HOLDINGS CHECK: FINAL CHECK

The purpose of final checking is to eliminate duplication before orders are typed. The process consists of checking the titles on the PRF's which have just been verified against titles in the Card Catalog, in the IPF, and against titles that have been searched but that have not yet been ordered. As titles are verified, they are held so that the searchers can perform the final checking in batches, usually once or twice a week.

This section describes series checking, even though series checking takes place during the verification process also. It is explained here because it involves the same principle as the final check (i.e., comparing requested titles against other titles already held by the Library or already in process). Checking public documents is covered in Subsection 2.5.7, Public Documents.

As sources are checked, document on the PRF which sources have been checked and whether or not the title was found in them. Indicate "✓" if the same title and edition were found. Indicate "o" if the same title and edition were not found. See Appendix G, PRF'S AND MOF'S, for examples.

A series check is performed if: 1) a series statement is indicated after "series" on the PRF, 2) the title was found to have a bib level "s" in the fixed field area of the OCLC record, 3) the OCLC record was an open entry, or 4) for some other reason the Searcher suspects that the title is a serial, series, or part of a series. The process consists of checking the Clemson Periodical and Continuation Titles and the Check-in Files in the Monograph Acquisitions and Serials Acquisitions Units. If both a series statement and series tracing are indicated on the PRF (see under SERIES in Subsection 2.4.2, Verification Policies), check both. If the title being requested is part of a series for which the Library has a standing order, the title in question will either have been received or is due to be received in the near future. In either case, leave the PRF with the first Receiving Assistant and count it for your statistics under "found". If the title requested is found to be a serial or part of a continuation processed by the Serials Acquisitions Unit, leave the PRF with the Library Specialist in that unit and count it for your statistics under "found".

If the title being checked is not found in the Card Catalog or the IPF where it would normally be filed, check two or three positions in front of and behind that spot in order to take account of possible misfilings. Check uniform titles under both the original title and the translated title.

STANDARD OPERATING PROCEDURES

1. Combine two batches of PRF's and arrange alphabetically by main entry (see special section at end for any duplicates which are found).

2. Divide batch into two equal parts.

3. Check Card Catalog by main entry (see special section at end for any AE's, AC's, Adds, or duplicates which are found).

4. Initial PRF's in proper location.

5. Combine two batches of PRF's and arrange alphabetically by title.

6. Divide batch into two equal parts.

7. Check IPF by title (see special section at end for any AE's, AC's, Adds, or duplicates which are found).

8. Check any files or locations within the Monograph Acquisitions Unit where gifts and orders in preparation might be found (see special section at end for any AE's, AC's, Adds, or duplicates which are found).

9. Consult with Searching Supervisor concerning any remaining problems or questions.

10. Review PRF's for accuracy and completeness and segregate them by categories of found or not found.

11. Initial and date stamp PRF's in proper locations.

12. Count statistics by category of found and not found and subdivide by internal and external (see Chapter 10, MONTHLY REPORTS AND STATISTICS).

13. Submit PRF's to Searching Supervisor.

AE'S, AC'S, ADDS, AND FOUND TITLES

When arranging PRF's and when checking them in the various files, the PRF's will fall into two general categories: found and not found. Found means that the same edition of the same title was found. Not found means that either the title was not found or a different edition of the title was found.

Different editions and different congresses, AE's (another edition) and AC's (another congress, i.e., a different session or meeting of a congress, symposium, workshop, etc.) as we call them, are to be counted as not found. Do not confuse AC's with AE's. The content of each congress, etc. is different, the numbers indicating different numbers of the congress, etc., and are, therefore, not different editions. Also, do not confuse AE's with reprint editions, the latter being treated as found and the former as not found. If neither of the titles in question have an edition statement, consider the later edition to be a reprint edition. If both titles have different edition statements or if one has an edition statement and the other does not, consider them to be different editions.

AE's and AC's are usually found in the Card Catalog. If an AE is found, indicate "AE/(call number)" and the edition (or year of publication if the edition is not given) in the blank section in the center of the PRF. If an AC is found, indicate "AC/(call number)" and the number of the latest congress, etc. If several different AE's are found, indicate the latest edition only. See Appendix G for examples.

If a request is for a particular volume in a set and another volume is found in the Card Catalog, indicate "ADD/(call number)" and the volume(s) which the Library already has (see Appendix G for example). If the title of the set already in the Card Catalog has been cataloged as a closed entry and the volume which is being searched is a later volume in that set, write "alter card set" under the note section of PRF in addition to the information above. If the request is for a particular volume in a set and the only volume the Library has is in the Cataloging Unit, indicate "ADD/" on the PRF after "LC#" and "OCLC#" and indicate the number of the volume in the Cataloging Unit under the note section (see Appendix G for example). If the Library owns another volume in the set, regardless of whether the other volume is on the shelf or in the Cataloging Unit, indicate "only" after the volume number in the volume box on the PRF.

Processing of a PRF for which the title is found varies according to its status and whether the title is being requested by the same or a different requester. Use the following chart to determine the appropriate action to take.

FOUND

CONDITION	ACTION TO TAKE
Request found among PRF's being processed	
Same requester	Keep most complete and legible PRF. Discard other PRF and count for statistics.
Different requester	Clip PRF's together.
Found in IPF	
Same requester - on order (MOF/PRF found)	Write "dup on order" on PRF.
Same requester - in Cataloging (Gold or Blue Slip found)	Write "dup in cat" on PRF.
Different requester - on order (MOF/PRF found)	Write "on order" on PRF being searched. At bottom of MOF, print clearly (remove PRF before you do this) "Notify:", the last name of the requester and the name or abbreviation of his/her department.
Different requester - in Cataloging (Gold or Blue Slip found)	Write "in cat" on PRF.
Found in Card Catalog	Write "HAVE/call number" (including any special location symbols such as ARCH) on PRF.

CONDITION	ACTION TO TAKE
Found in Searched and Revised File or Ready to Order File	
Same requester	Discard PRF and count for statistics.
Different requester	Staple PRF being searched to back of PRF in file and count for statistics.
Found with order typist or in Typed Orders File	
Same requester	Discard PRF and count for statistics.
Different requester	Write "on order" on PRF being searched. At bottom of MOF print clearly (remove PRF before you do this) "Notify:", the last name of the requester and the name or abbreviation of his/her department.
Found in Cancellation-Reorder File	Leave PRF with Searching Supervisor and count for statistics.

2.7 REVISION

When the searching process has been completed, the PRF's are revised by the Searching Supervisor. This includes both PRF's processed by the Searchers and requests processed by the Architecture Library staff. The purpose of this revision is to ensure that the forms have been filled out completely and accurately and that the proper procedures have been followed during the searching process.

PRF's which are "founds" are reviewed first. The tops are torn on these to indicate that they have been reviewed and they are then processed. "On orders" and "dup in cats" are discarded, "haves" placed in the Requests To Be Returned File, and "in cats" placed in the Requests Marked "in cat" File.

Inaccuracies on PRF's of titles to be ordered fall into two categories. The first involves minor errors on the PRF's. These are normally corrected by the Supervisor. Examples include misspellings and improper punctuation. If the Supervisor notices that a particular Searcher frequently makes the same type of error, he/she will return the PRF's to the Searcher for correction. The second category involves PRF's with suspicious-looking information on them which indicates possible errors on the part of the Searcher in editing the PRF or in interpreting information found during the searching process.

Possible improper searching procedures may appear in various ways. Examples include: no price or availability verification indicated, SEA indicated on the PRF and the PRF was not found to be a HAVE or In Cat, LC card number indicated on PRF but without indication that a record was found in OCLC, and, if the title is in a series, no searching indicated by "Serials". The Supervisor also checks to see if the most appropriate verification tool was used and if any inappropriate tools were used.

When revision is complete, the Supervisor places the PRF's in the Unit Head's Ready To Order File.

2.8 REQUESTER NOTIFICATION: HAVE, OP, IN CAT

Once a month, PRF's which are in the Requests To Be Returned File are pulled and returned to the appropriate requesters by either the student assistants in the Searching subunit or the Searchers themselves. The PRF's in this file represent titles which were found to be already part of the Library collection (HAVE) or out of print (OP). PRF's for titles which are OP will have a blue notification slip (see Appendix H) attached to them. These slips are to be returned to the requesters along with the PRF's.

When addressing envelopes for PRF's which are to be returned, refer to Appendix E. For names which cannot be found in Appendix E, use the latest Clemson University Directory.

PRF's in the In Cataloging File cannot be returned to requesters until call numbers have been assigned. Several times during the year, the Unit Head will designate someone to check the PRF's in this file against the Card Catalog. As each of these titles is found in the Card Catalog, "in cat" is crossed out on the PRF and "HAVE/(call number)" is indicated next to it (see example in Appendix G). These PRF's are put in the Requests To Be Returned File. If a title is not found in the Card Catalog, "cc o (date)" is indicated in upper right corner of PRF and it is returned to the In Cat File.

2.9 CANCELLATIONS AND REORDERS

The Searching Supervisor periodically receives from the first Receiving Assistant PRF's, MOF's, and Encumbrance Slips, along with any pertinent correspondence, for orders which were cancelled (see Section 4.15 REPORTS). The Searching Supervisor reviews these slips, determines the appropriate action to take, and processes the forms and slips accordingly. It is important that the processing by the Supervisor be completed within one week of the time he/she receives the slips and correspondence from the first Receiving Assistant because, if any of the titles are to be reordered, the final checking procedures may be omitted if the title is reordered within this time frame.

Following is a list of reports which are most commonly related to cancellations:

A. Cannot supply

B. Cancelled (no reason)

C. Publisher out of business

D. Publication cancelled

E. Not our (their) publication (NOP)

F. Out of print (OP)

G. Out of stock (OS)

H. Out of stock indefinitely (OSI)

I. Temporarily out of stock (TOS)*

J. Not yet published (NYP)

K. Cannot locate publisher

See Section 4.15, REPORTS, for a discussion of reports and their meaning.

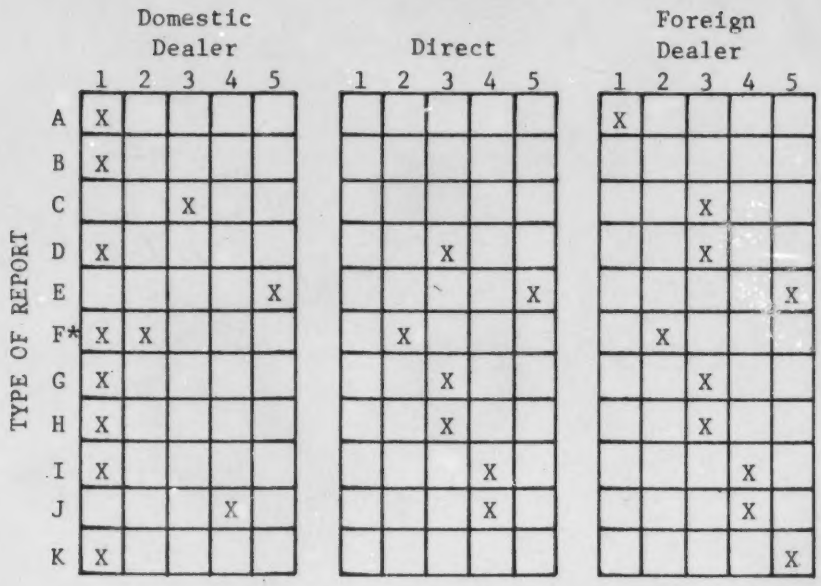
*These reports will always have a stated time frame for reordering.

The actions to be taken depend on the nature of the report and the type of vendor sending the report. The most common actions consist of the following:

1. Reorder direct,
2. Notify requester that title is OP,
3. Notify requester that title is unavailable,
4. Fill out new PRF and file it in NYP file,
5. Reverify publishing information and reorder title from correct source.

The procedures to be performed by the Searching Supervisor in regard to these five actions are outlined at the end of this section. Following is a chart indicating the actions to be taken, depending on the type of report and the kind of vendor sending the report. The actions to be taken are represented by the numbers 1-5, which correspond to the numbered actions which are listed above.

ACTION TO BE TAKEN



* Note that both actions, 1 (reorder direct) and 2 (notify requester that title is OP), are indicated for orders which went to domestic dealers. This is because OP reports from domestic dealers have proven to be somewhat unreliable. If the title was published within the last two years, it is to be reordered direct. If the title was published three or more years ago, report it to the requester as OP.

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1. Reorder direct.

   a) Make new PRF with note "reorder" in Note section and indicate "direct" in Vendor box. Record original Request Received date.

   b) If title was not verified LC cataloging, re-search OCLC data base and update PRF.

   c) Print "reorder direct" in upper right-hand corner of first slip, marked "cataloging", of old MOF.

   d) Give new PRF to Unit Head, if processed within one week of cancellation. If not processed within one week, put new PRF with next batch of PRF's to be final checked.

   e) File first slip, marked "cataloging", of old MOF into Cancellation File.

   f) File original PRF into PRF Archive.

   g) Discard any other slips of old MOF.

   h) Return any correspondence to first Receiving Assistant.

2. Notify requester that title is OP.

   a) Return faculty notification slip from MOF to the requester along with the blue notification slip marked "OUT OF PRINT. SHALL WE SEARCH?".

   b) File first slip, marked "cataloging", of MOF into the Cancellation File.

   c) File PRF into the PRF Archive.

   d) Discard any other slips of the MOF.

   e) Return any correspondence to first Receiving Assistant.

3. Notify requester that title is unavailable.

   a) Return faculty notification slip from MOF to requester along with blue notification slip marked "PUBLICATION NOT AVAILABLE".

   b) File first slip, marked "cataloging", of MOF into Cancellation File.

   c) File PRF into PRF Archive.

d) Discard any other slips of the MOF.

e) Return any correspondence to first Receiving Assistant.

4. Fill out new PRF and file it in NYP file.

a) Make new PRF, indicating in the Note section "reorder, NYP" and due date, if provided.

b) Put new PRF in your NYP File to be processed later.

c) File first slip, marked "cataloging", of old MOF into the Cancellation File.

d) File original PRF into PRF Archive.

e) Discard any other slips of old MOF.

f) Return any correspondence to first Receiving Assistant.

5. Reverify publishing information and reorder title from correct source.

a) Reverify information in original sources and in additional sources if necessary. This will not be necessary in some cases, as when an importer says that the title is NOP and the title has already been verified as available from a foreign publisher. In other cases, the requester must be contacted in order to obtain proper address or source of original citation.

b) Make new PRF with note "reorder" in the Note section and indicate appropriate vendor in Vendor box. Record original Request Received date.

c) Print "reorder" and name of new vendor in upper right-hand corner of first slip, marked "cataloging", of old MOF.

d) Give new PRF to Unit Head, if processed within one week of cancellation. If not processed within one week, put new PRF with next batch of PRF's to be final checked.

e) File first slip, marked "cataloging", of old MOF into Cancellation File.

f) File original PRF into PRF Archive.

g) Discard any other slips of old MOF.

h) Return any correspondence to first Receiving Assistant.

Chapter 3

ORDERING

This chapter is much shorter than the chapters on searching and receiving because the ordering function is generally more straightforward and less complicated. Student assistants perform the order preparation routines and mailing whenever possible. Still, a high level of accuracy and standardization must be maintained for ordering to operate effectively and efficiently. A student assistant's understanding and familiarity with the entire acquisitions process can prove very helpful.

3.1 REVIEW AND VENDOR SELECTION

Before the PRF's can go on to the Ordering and Receiving Supervisor, they are reviewed by the Unit Head. He/she selects a vendor and indicates the name on the appropriate line on the PRF (see Appendix G). A choice must be made between ordering directly from the publisher or from a dealer, and if ordering from a dealer, from which dealer. The Librarian examines all of the pertinent information (including: country of publication, publisher, date of publication/copyright, and type of publication (trade, scientific and technical, reprint, juvenile, etc.) and selects a vendor based on expected delivery time, discount, reliability of vendor to supply the type of title wanted, and potential problems, especially the amount of paper work required. For practical reasons, dealers are used whenever possible because dealers reduce the amount of paper work required (fewer invoices and vouchers to proccess, no prepayment required, fewer statements, quicker and less cumbersome book returns, standardized forms, invoices always shipped with books). Dealers came into existence in the first place because publishers could not or would not provide these services. The publisher will generally offer higher discounts and faster delivery time. However, this is not always true and an astute librarian will be aware of these discrepancies when selecting vendors.

Books published outside the United States or Canada should be ordered from foreign dealers whenever possible. Although these dealers rarely offer discounts, they are traditionally very reliable and can acquire any publication in their geographic area, including government documents, OP books, small press and society publications, etc. Also, dealers will always bill in U. S. dollars, a great advantage.

RUSH orders should generally go directly to the publisher/distributor, except for foreign imprints. As mentioned above, U. S. and Canadian imprints should generally go to dealers. A rule of thumb is that if the title was not verified in BIP or if the publisher is not listed in the back of BIP, order direct. In addition, titles meeting any of the following conditions should be ordered direct:

1. P.O. Box in address
2. RUSH order
3. Availability verified by phone
4. Departments or offices within universities
5. Title being sold by an individual
6. Publisher is an encyclopedia publisher (Grolier, Encyclopedia Britannica, etc.)
7. Publisher's name appears on ORDER DIRECT list which follows later in this section.

Dealers will usually supply publications of societies and associations if they are listed in BIP. If a title has been verified as being available from a distributor of foreign publications (eg. Merrimack or ISBS), always order from the distributor.

The librarian also reviews all other information on the PRF which was previously reviewed in Sections 2.1 REQUEST RECEIPT and 2.3 REVIEW. Among the most important items checked are the price, fund, call number and number of copies. Funds should be only those listed in Appendix J and should correspond to the subject matter of the book (except for Reference and Replacement). Watch for faculty who are requesting titles outside of their discipline. Make sure that the reviewing librarian has approved multiple copy requests. Single volume titles costing $150 or more or multiple volume titles costing $250 or more are considered expensive items and the PRF must have an indication on it that the appropriate member of the Collection Development Committee has approved the purchase.

Other areas or designations on the PRF to which the Unit Head should pay special attention are special notes, AE's, ADD's, no LC or in print verification, indication of juvenile literature after the LC card no., bib. level s, open entries, and disreputable publishers. If any disreputable publishers are missed, they may also be caught at a later stage when the addresses are copied from the Address File.

Once the review is complete, the Unit Head gives PRF's to the Ordering and Receiving Supervisor.

NORTH AMERICAN BOOK DEALERS MOST COMMONLY USED BY MONOGRAPH ACQUISITIONS

Baker & Taylor (Commerce) - should be used for more popular books, best sellers, hot topics, picture books, juvenile literature, expensive art books, and publishers who require a minimum order (such as Dutton or Mayflower).

Baker & Taylor (Momence) - for approval plan orders only.

Ballen - can be used for any title except those for which we should order direct or publishers which require a minimum order.

Coutts - Canadian imprints.

SPECIALIZED BOOK DEALERS/DISTRIBUTORS USED BY MONOGRAPH ACQUISITIONS

Educational Music Service - musical recordings, librettos, scores, etc.

Light Impressions - books on photography

Magnamusic-Baton - musical recordings, librettos, scores, etc.

Rizzoli - art books

Royoung - reprints

ORDER DIRECT

ASCE (American Society of Civil Engineers)

ASME (American Society of Mechanical Engineers)
Matthew Bender
R.R. Bowker Co.

CRC Press (Chemical Rubber Co.)

Commerce Clearing House

Dun & Bradstreet

GPO (Government Printing Office)

Gale Research Co.

Garland Publishing

G.K. Hall

ISBS (International Scholarly Book Service)

Imported Publications

Merrimack Book Service

Moody's Investors Service

NTIS (National Technical Information Service)

National Geographic Society

OECD (Organization for Economic Cooperation and Development)

UMI (University Microfilms International)

Unipub

United Nations Publications

FOREIGN BOOK DEALERS USED BY MONOGRAPH ACQUISITIONS

Adler's Foreign Books - France, Germany, Italy, Spain (only order titles listed in their catalogs)

James Bennet Group - Australia, New Zealand

B.H. Blackwell - Great Britain, Ireland

D&G Spanish Books - Spain

European Book Center (EBC) - France, Italy, Switzerland

Otto Harrassowitz - Austria, Belgium, Denmark, Finland, Germany, Netherlands, Norway, Sweden, all of eastern Europe and the Soviet Union

ISBS (International Scholarly Book Service) - only order titles listed in their catalogs

Imported Books - Soviet Union

Kinokuniya Bookstores of America - Japan

Libros Latinos - Latin America

Ling's International Books - France, Spain (only order titles listed in their catalogs)

Lok Milap - India

Nijhoff - Netherlands

MAJOR REPRINTERS

AMS Press

Arden House

~~Arno Press~~ (out of business)

Clearwater Publishing

Da Capo Press

Folcroft Library

Burt Franklin

Garland Publishing

Greenwood

G.K. Hall

Humanities Press

Hyperion Press

Johnson Reprints

Kennikat Press

Kraus Reprints

Norwood Editions

Microfilming Corporation of America

Research Publications

Shoestring Press

Slatkine Reprints

Peter Smith

UMI (University Microfilms International)

Richard West

3.2 ORDER PREPARATION

1. Ordering and Receiving Supervisor sorts PRF's into batches according to vendor, maintaining within each batch the arrangement alphabetically by title.

2. At the same time that PRF's are being sorted, review them for any prices which may be indicated in a foreign currency. If a foreign currency is found, convert the list price into U.S. dollars using the foreign exchange table from the latest issue of the Wall Street Journal. Line out the list price on the PRF and indicate the converted price after it.

3. Depending on the number of PRF's, the student assistants' schedule, and your own workload, estimate the date on which the MOF's will be ready to mail. Give the PRF's to the student assistant with the order date indicated on P-slip on top and give him/her any special instructions concerning the batches of PRF's.

4. Student assistant, using the Bates numbering machine, stamps order number on each PRF, keeping PRF's in same order (see Appendix G). Make sure indicator on machine is set on "consecutive".

5. Stamp order date on PRF (see Appendix G).

6. Type MOF's using examples in Appendix G and keeping PRF's in same order. If a typo is made, this generally means that a new MOF must be typed. Remember that, if an error is corrected on the MOF, all parts of the MOF must be corrected. If any part of the PRF is illegible, it is better to ask than to guess.

7. When the MOF has been typed, insert the PRF in it so that the top half of the PRF is facing up. If the PRF has a flag on it, attach another flag to the tail of the MOF (see Appendix G).

8. As each batch of MOF's is finished, type the vendor's address on an envelope and attach MOF/PRF's to it. Put air mail stickers on envelopes with addresses outside the United States and Canada. Addresses are found in the Address File (see Appendix I) or in the note section of the PRF. Be very careful when using the Address File because some publishers will have different addresses for different purposes. Also, many publishers have similar-sounding names and it is easy to confuse them. If no address is found in the Address File or if the address on the PRF is different from the address in the Address File, show the PRF to your supervisor.

9. Give MOF/PRF's and envelopes to Ordering and Receiving Supervisor.

3.3 REVISION AND ADDRESSES

After the MOF's and addresses have been typed, the Ordering and Receiving Supervisor revises them for accuracy and completeness. All information on the MOF is compared to the PRF. Changes may be made on the MOF; however, the MOF's must generally be retyped. If time permits, the errors should be shown to the student assistant, who will make the necessary corrections. Errors must frequently be corrected by the Supervisor in order to get the MOF's in the mail on time.

As the revision of each MOF is completed, tear off the top two slips and keep them with the envelope and tear off the Encumbrance Slips and keep them in another stack. Fold the PRF once down the middle of the note section, so that the front of the PRF is on the outside, and insert it in the MOF. Give the MOF's to the student for filing. Place top two slips in appropriate envelope.

Check the addresses on the envelopes for any obvious errors. These addresses do not have to be compared to the addresses in the Address File. Make sure envelopes going overseas have air mail stickers. When the student cannot find the address in the Address File, the Supervisor should check the following sources as appropriate, which are located in Monograph Acquisitions unless otherwise indicated:

1. Address File (recheck)
2. Blurb File (if indicated as a source on the PRF)
3. Pub cats
4. "Key to Publishers and Distributors" in BIP
5. "Names and Numbers" in back of Literary Market Place
6. International Literary Market Place
7. PTLA
8. OCLC Name Address Directory (user's manual is in terminal room)
9. Phone fiche or phone directories in Reference collection
10. Publishers, Distributors, and Wholesalers of the United States - REF Z475.P86
11. Encyclopedia of Associations - at reference desk
12. World of Learning - REF AS2.W92
13. Ulrich's International Periodicals Directory - at reference desk and in Serials Acquisitions

14. Irregular Serials and Annuals (companion to Ulrich's) - at reference desk and in Serials Acquisitions

15. Research Center Directory - REF AS25.D5

16. Government Research Centers Directory - REF AS25.G68

17. National Five Digit Zip Code and Post Office Directory

18. Postal Code Directory Canada

19. Who Distributes What and Where

20. National Directory of State Agencies - REF JK2443.N37

3.4 MAILING ORDERS AND FILING FORMS

1. Student assistant files MOF/PRF's in IPF (see Appendix I). When filing, pay close attention to possible duplicate MOF/PRF's. If any are found, show them to Supervisor (see step 4 for handling these).

2. When MOF/PRF's have been filed and duplication problems have been resolved, seal envelopes and put them in unit outbasket.

3. File Encumbrance Slips in Encumbrance File (see Appendix I).

4. Supervisor compares any possible duplicates. If a duplicate is indeed found, take the following action:

   a) title already on order, same requester - discard all parts of MOF (including top two slips and Encumbrance Slip), write "dup order" on PRF, and file PRF in PRF Archive.

   b) title already on order, different requester - add new requester's name to old MOF, discard all parts of new MOF (including top two slips and Encumbrance Slip), write "dup order" on new PRF, and file new PRF in PRF Archive.

   c) title already in Cataloging (Gold Slip found), same requester - discard all parts of MOF (including top two slips and Encumbrance Slip), write "dup order" on PRF, and file PRF in PRF Archive.

   d) title already in Cataloging (Gold Slip found), different requester - discard all parts of MOF (including top two slips and Encumbrance Slip), write "dup order", P.O. No., and day's date on blank PRF, file blank PRF in PRF Archive, and put original PRF in In Cat File.

3.5 PREPAYMENT

South Carolina state agencies are permitted to pay for an item only after it has been received. An exception may be made if the vendor will make the sale only on a prepayment basis. The Accounting Control office at Clemson University will accept as proof of required prepayment: 1) a statement from the vendor that the item must be prepaid or 2) a proforma invoice. A statement from the vendor offering the option of prepayment is not acceptable, even if substantial savings may be realized by prepayment.

Prepayment may take place at the time of ordering if we have a statement of required prepayment. Otherwise, we must send the order and wait for the vendor to send a statement of required prepayment or a proforma invoice.

If prepayment is to be made at time of ordering, Ordering and Receiving Supervisor performs ordering and payment procedures. See example of MOF for prepaid order in Appendix G, PRF'S AND MOF'S. Ordering routines are the same as in Sections 3.2-3.6 except that gray flag is attached to tail of MOF and to upper left corner of Expenditure Slip, Expenditure Slip is not filed in Encumbrance File, cost is recorded in cost box of Expenditure Slip, and order is not mailed by Monograph Acquisitions. Expenditure Slip is put in back of Temporary Expenditure File.

Procedures in Section 4.11, PAYMENT are followed except that top two slips of MOF are stapled to original copy of invoice (or statement of required prepayment) and two photocopies are made of the invoice (or statement of required prepayment) and MOF. Record P.O. No. and date at top of one photocopy and file it in Prepaid File. Using paper clips, attach second photocopy to back of white sheet behind invoice.

Ordering and Receiving Supervisor also performs payment procedures for proforma invoices received after the order has been placed. Check the Prepay File periodically. Remove invoices and examine to make sure they are proforma invoices. Pull MOF/PRF from IPF and remove PRF. Line out order date on MOF and PRF and record today's date either beside or beneath it. If necessary, line out price on MOF and PRF and record cost (including handling and postage). Write "prepaid" and your initials beside the cost. Attach gray flag to tail of MOF. Reinsert PRF in MOF, clip MOF/PRF to invoice, and make two photocopies. Refile MOF/PRF in IPF.

Pull Expenditure Slip from Encumbrance File and change order date and cost as was done on MOF/PRF. Attach gray flag to upper left corner of Expenditure Slip. Put Expenditure Slip in back of Temporary Expenditure File.

Record P.O. No. and date at top of one photocopy and file it in Prepaid File. Follow procedures in Section 4.11, PAYMENT, and in addition, using paper clips attach second photocopy to back of white sheet behind invoice.

3.6 DEPOSIT ACCOUNTS (NTIS-GPO)

The ordering of publications from NTIS or GPO follows normal procedures, with the following exceptions:

1. "DO NOT CAT - DOC" are normally typed in second box from right at top of MOF (see examples in Appendix G).

2. Type NTIS or GPO order number near bottom of MOF.

3. Type our GPO or NTIS deposit account number on MOF.

4. Rush request are not usually sent rush to NTIS or GPO because they add special charges for rush orders. After the MOF has been typed, remove the top two slips, reinsert the MOF in the typewriter and type "RUSH" in the second box from the right, at the top of the MOF.

5. Attach gray flag to tail of MOF.

6. Tear off the Blue Slip from the MOF and file it in the appropriate on order section of NTIS-GPO File.

7. Do not detach Encumbrance Slip from MOF. It is filed in IPF along with rest of MOF/PRF.

3. Fill out covering letter to go with top two slips from MOF (see example in Appendix H). Our NTIS deposit account number is 82279-1. Our GPO deposit account number is 095471-9.

9. Staple top two slips from MOF to covering letter, insert in window envelope, and mail.

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Chapter 4

RECEIVING

Sections 1 and 6-11 describe the heart of the receiving routines. The two Receiving Assistants perform almost all of these routines with little or no revision. The Receiving Assistants are expected to consult with the Supervisor about any problems. The Supervisor spends much of his/her time aiding the Assistants with the more difficult processing, handling problems, and organizing and coordinating the work flow. The other sections in this chapter describe variations of the main routines or additional routines which are also performed by the Receiving subunit.

Specifically, the first Receiving Assistant is responsible for performing the work in sections 1. MAIL, 2. BOOKS WITHOUT INVOICES, 3. GIFTS (RECEIVING), 5. INVOICES WITHOUT BOOKS, 6. BOOKS AND INVOICES: STAGE I, and 15. REPORTS. The second Receiving Assistant is responsible for sections 7. BOOKS AND INVOICES: STAGE II, 9. PASSING BOOKS, 13. JUV BOOKS, 14. BOOK RETURNS, and 19. DEFECTIVE COPIES. Sections 4. NTIS-GPO, and 12. PREPAID ORDERS describe routines performed partially by both Receiving Assistants. Likewise, sections 11. EXPENDITURE ACCOUNTING and 16. STATEMENTS are performed partially by the second Receiving Assistant and the Supervisor, and section 18. PROBLEM FOLLOW-UP is performed partially by the first Receiving Assistant and the Supervisor.

Sections 6. BOOK AND INVOICES: STAGE I and 7. BOOKS AND INVOICES: STAGE II differ from other sections in that they have been brought together to describe a large and varied set of subroutines and are distinguished from each other according to who performs the routine (first or second Receiving Assistant). Although a book is usually referred to as a "title" in chapter 2. SEARCHING and in chapter 3. ORDERING, it is referred to as a book in this chapter in order to denote that it is now a physical entity (it might actually be a record, microfiche, etc.).

4.1 MAIL

INTRODUCTION

Mail for Monograph Acquisitions is received in four different ways. First, U.S. mail is delivered every morning to Serials Acquisitions. There, mail is sorted for the various units within the Library. Second, interoffice mail is delivered to the Director's office twice a day, in the early morning and in the early afternoon. There it is sorted and mail for the library units is placed in the appropriate baskets in the hallway outside the Director's office. Third, shipments from parcel delivery services and motor freight companies (eg. United Parcel Service (UPS) are delivered to Central Receiving. Central Receiving delivers this material to the Library at various times during the day. Parcels for Monograph Acquisitions are sometimes delivered directly to us and sometimes to Serials Acquisitions. Fourth, memoranda, etc. from within the Library may be placed in our basket outside the Director's office at any time.

First Receiving Assistant should take a book truck to Acquisitions/ Serials at mid-morning to pick up the mail. On Mondays and after holidays several trips may have to be made. The Assistant should also make at least two trips to our basket outside the Director's office to pick up mail, once in the late morning and once in mid-afternoon. Whenever this person makes a trip to the first floor for some other reason, he/she should check our basket. Other Monograph Acquisitions staff will frequently pick up mail from our basket and leave it on the first Receiving Assistant's desk.

Outgoing mail should be taken to boxes outside the Director's office at least ten minutes before morning and afternoon pick-up times. Also, outgoing mail should be taken to boxes anytime incoming mail is picked up, and vice versa.

Before continuing, read the SOP on the following pages and the decision charts which follow.

Processing the mail has been designed to be as simple a process as possible. Although the procedures are very straight-forward, as much care as possible should be taken in getting an item to the proper person. A good knowledge of the workings of Monograph Acquisitions is required in order to do this, as well as a knowledge of the other divisions within the Library and a familiarity with the types of correspondence and publications we receive. Frequently, another staff member will have to be consulted in order to determine the proper recipient. It is important that mail processing be completed on a daily basis.

Most of the items distributed are either dealer/publisher catalogs or announcements. Under announcements, also known as blurbs, we include announcements of new publications, filmstrips, recordings, etc., and announcements of workshops, seminars, etc. As a rule of thumb, we consider anything with ten titles or more a catalog. Anything with

less than ten titles is an announcement. Announcements are sorted and distributed according to subject matter (see chart following SOP). Duplicates of dealer/publisher catalogs or announcements which are received on the same day should be discarded. When announcements and dealer/publisher catalogs come together they should be separated and distributed accordingly.

Newsletters, bulletins, etc. should be examined carefully. Some announcements and publisher/dealer catalogs take the form of newsletters and should be treated just as any other announcement or catalog. All other newsletters and bulletins should be given to the Serials Acquisitions Unit, except for titles from LC, OCLC, or SOLINET, which should be given to the Unit Head.

Correspondence addressed to any individual other than the Unit Head should be given to them unopened. Correspondence addressed to the Unit Head should be opened and examined, unless it appears to be personal in nature.

Two types of quotes are received: for in-print books, which are normally intended for searchers; and for OP books, which are intended for the Ordering and Receiving Supervisor. If the quotes are not addressed correctly they will have to be examined, identified by type; and placed either in the Searching Supervisor's or Ordering and Receiving Supervisor's basket.

Correspondence, announcements, etc. for other units in the library should be placed in the appropriate baskets outside the Director's office.

STANDARD OPERATING PROCEDURES

PROCESSING MAIL

1. Pick up and transport mail to Monograph Acquisitions
2. Sort mail (see below for further analysis)
3. Stamp today's date (see chart)
4. Distribute mail (see chart)

SORTING SUBROUTINE

1. Examine envelope and/or mailing address
2. Open envelope and examine contents (in most cases)
3. Reinsert in envelope, or discard envelope (see chart)
4. Sort
5. Repeat steps 1-4 until last item has been sorted

SORTING MAIL

TYPE	DATE STAMP	DISCARD ENVELOPE	DESTINATION/ACTION
Dealer and Pub Cats		X	Searching (student basket)
Announcements			See Announcement Chart
Reports	X	X	In-coming Report File
Quotes			Searching (Searching Supervisor basket) or Ordering and Receiving Supervisor basket. See introduction
Invoices	X	X	Hold for Invoice Routine
Proforma Invoices and Requests for Prepayment	X	X	File in Prepay File
Statements and Requests for Payment	X	X	Statements to be Worked On File
GPO and NITS Statements			Ordering and Receiving Supervisor's basket
Credit Memos		X	Ordering and Receiving Supervisor's basket
Parcels (books)		NA	Hold on truck for Parcel Routine
Purchase Requests			Searching (student basket)
B&T Slips		NA	LIC
Purchase Request Forms returned from Cataloging	X	NA	Ordering basket
Newsletters/Bulletins		X	See introduction
Literature with Routing Slip			LIC
General Memos and Announcements		X	LIC
Other Correspondence	See Note*		

*Date stamp if for Acquisitions/Monographs

ANNOUNCEMENT SORTING AND DISTRIBUTION CHART

REFERENCE

- Philosophy
- Psychology
- Religion
- Geography (including maps and atlases)
- Recreation
- Anthropology and Archaeology
- Social and Economic Sciences
- Political Science and Law
- Education
- Fine Arts (other than Art and Architecture)
- Literature
- Science
- Medicine
- Agriculture
- Technology

ARCHITECTURE LIBRARY

- Art and Architecture

SPECIAL COLLECTIONS

- South Carolina History and Culture

UNIT HEAD

- Libraries and Librarianship
- Information Science

4.2 BOOKS WITHOUT INVOICES

INTRODUCTION

When books without invoices are received they must be identified as falling into one of the following categories:

1. Book received before invoice
2. Book received after invoice
3. Book received as result of prepayment
4. Rush book
5. Gift book ordered as gift
6. Gift book ordered as purchase
7. Unsolicited gift
8. Book purchased from a federal government agency with which we have a deposit account
9. Books not ordered by Monograph Acquisitions
10. Drop shipment
11. Supplements

To do this the book(s), as well as mailing labels, return addresses, packing slip, and any other accompanying papers must be examined, and certain files, including the IPF, Invoices Awaiting Books File, Prepaid File, and the Encumbrance File, must be checked. Which files to check and the order in which they are checked is covered in the SOP. The order of checking files as described in the SOP is usually the most efficient way, however, an experienced employee may find a different sequence more helpful under certain conditions.

The instructions in the SOP would be far too complicated to describe for all eleven categories. Therefore, only procedures for the first three categories are covered here, the last eight categories being covered in separate sections.

A rush book will be identified as such on the MOF. "RUSH" will be found in the second box from the right, at the top of the MOF (see example in Appendix G.). A green flag will be found at the top of the tail of the MOF. To further complicate matters, a rush book can fall into any of categories 1-3, 5, 6, 8-10. See Chapter 6, RUSH.

Distinguishing between purchases recieved without invoices and gifts can be a problem. If there is no indication that the book is a gift, follow steps as described in standard operating procedures, which

follow. If there is an indication in the book or on accompanying material that it is a gift or if the book is recognized as an obvious gift, go to next section, GIFTS (RECEIVING). If the book is received as a gift from an individual at Clemson University put book and any accompanying material in Unit Head's basket (processing of these are described in Chapter 7, GIFTS).

Government publications can be easily identified because either the Government Printing Office or the National Technical Information Service will be clearly indicated on the mailing label and on an IBM punch card which accompanies each book. See Section 4.4, NTIS-GPO.

Frequently, books are sent to Monograph Acquisitions in error. The problem is usually that the book was ordered by Acquisitions/ Serials or by another unit within the Library or the University, or that the order was cancelled and should not have been sent at all. See Section 4.7, BOOKS AND INVOICES: STAGE II, for books that should have been sent to another unit. If the book should not have been sent due to a cancellation, we may or may not have reordered the book from another vendor. For this reason it is very important to compare the name of the vendor in the files carefully with the name of the vendor on any papers accompanying the book. If such a discrepancy in vendors is missed, it will result in the eventual receipt of a second copy and confusion, lost time and money involved in trying to resolve that problem. If no record of an order is found or the vendors do not match, go to Section 4.6, BOOKS AND INVOICES: STAGE I.

A supplement may or may not be identified as such. If you think you have received a supplement and there is no record of having ordered the supplement, go to Section 4.6, BOOKS AND INVOICES: STAGE I.

Drop shipments will also show up as a discrepancy between the sender on the packing slip or mailing label and the vendor indicated on the MOF. Because books which are drop shipped are always rush books, procedures are covered in Chapter 6, RUSH.

STANDARD OPERATING PROCEDURES

1. Check Invoices Awaiting Books File. If proper invoice is found, stamp today's date on back of invoice on line after "book", put invoice inside book, and go to Section 4.6, step 2. If proper invoice is not found, go to next step.

2. If P.O. No. is cited on packing slip, wrapper, or accompanying papers, check Prepaid File. If proper prepay sheet is found, stamp back of prepay sheet with book-invoice stamp, stamp today's date on line after "book", insert paper with P.O. No. on it and prepay sheet in book, and go to Section 4.10, PREPAYMENT (RECEIVING). If proper prepay sheet is not

found or P.O. No. was not cited on packing slip, wrapper, or accompanying papers, go to next step.

3. Check IPF. If proper MOF is found and order was not prepaid: pull MOF from IPF; remove PRF from MOF; write today's date on MOF under "RECEIVED"; reinsert PRF in MOF; record P.O. No. on accompanying papers or on P-slip, if necessary; refile MOF in IPF; put P-slip, packing slip, mailing label, or any accompanying papers in book; and put book on Books Awaiting Invoice Shelf. If proper MOF is found and order was prepaid: note P.O. No.; check Prepaid File; and follow procedures in step 2. Prepaid orders will have a gray flag at the top of the tail of the MOF, and "prepaid" and the date will be written on the MOF. If MOF/PRF is found and fund on MOF is "Gift" go to next section, GIFTS (RECEIVING). If MOF is not found, send form letter requesting information (see Appendix H) and put book, copy of letter, and any accompanying material on Books Awaiting Invoice Shelf. If sender replies that book was sent as gift, put book, mailing label, and note on P-slip that book is gift in Unit Head's basket and put correspondence in Completed Problems File.

4.3 GIFTS (RECEIVING)

This section describes the processing of books which have been positively identified as gifts and which have come through the mail from individuals or organizations outside of Clemson University. Such gifts are typically sent by authors, publishers, businesses, societies, and embassies or government information bureaus. Gifts sent by individuals at Clemson University or miscellaneous collections of books sent by individuals not on campus are given to the Unit Head (see Chapter 7, GIFTS).

If a book has been received without an invoice and it is not known whether it is a gift or not, go to the previous section, BOOKS WITHOUT INVOICES.

Gift books are checked in the In Process File. If, when checking in the IPF for a book which is known to be a gift, an MOF/PRF is not found, put the book, wrapper, and any accompanying material in the Unit Head's basket.

If an MOF/PRF is found with "Gift" indicated under "FUND" and "free" indicated where the price is normally located (see Appendix G), pull MOF from IPF, remove PRF from MOF, write today's date on MOF under "RECEIVED", reinsert PRF in MOF, detach Gold Slip from MOF, refile Gold Slip in IPF, and put remaining slips from MOF and PRF in book. However, if "DO NOT CAT" appears in second box from right at top of MOF, proceed as above, except do not detach Gold Slip from MOF. Put book and MOF/PRF on booktruck ready to go to second Receiving Assistant.

If, when checking a book which is known to be a gift, an MOF/PRF is found in the IPF with a regular book fund and a price indicated and the sender is the same as the vendor indicated on the MOF/PRF, proceed as above, except change the fund to "Gift" and the price to "free".

4.4 NTIS-GPO

INTRODUCTION

Special procedures and files are used for processing publications from NTIS and GPO, due to the fact that these publications are paid for through a deposit account and because most government publications are not sent on to Cataloging Unit.

Each NTIS and GPO publication will come with an IBM-size card in a special envelope on the outside of the package. These cards have various types of information on them, including the charge for the publication and usually our P.O. No. An NTIS-GPO File is maintained in which these cards, the blue slips from the MOF's, and account cards (showing our current deposit balances) are kept. The MOF's that are in the IPF differ from most MOF's in that the Encumbrance Slips are still attached to them, the Blue Slips have been removed, and gray flags are attached to the tails of the MOF's and to the PRF's. A Gold Slip is not left in the IPF after the book is received and the PRF is not sent out of the unit with the MOF and the book, unless the book is to be cataloged. The Ordering and Receiving Supervisor handles the monthly statements.

STANDARD OPERATING PROCEDURES

1. First Receiving Assistant examines book and NTIS or GPO card.
2. Search appropriate On Order section of NTIS-GPO File for proper Blue Slip.
3. Using Blue Slip, find MOF and pull it from IPF. If proper MOF is found, and "DO NOT CAT" appears in second box from right at top of MOF, pull MOF from IPF, remove PRF from MOF, write today's date on MOF under "RECEIVED", reinsert PRF in MOF, and put remaining slips from MOF and PRF in book. If "DO NOT CAT" does not appear in this box, proceed as above, except detach Gold Slip from MOF and file it in IPF.
4. Write today's date on Blue Slip and on MOF under "RECEIVED", and write the cost in upper right-hand box on Blue Slip and Encumbrance Slip.
5. Put IBM-size card with other cards in the NTIS-GPO File.
6. Record P.O. No., today's date, and the cost on appropriate Account Card in NTIS-GPO File. Subtract cost from current balance and bring new balance forward.
7. File Blue Slip in appropriate Received section of NTIS-GPO File.

8. Put book, MOF, and PRF on booktruck with books ready to go to second Receiving Assistant.

9. Second Receiving Assistant processes material as in Section 4.7, BOOKS AND INVOICES: STAGE II, except that procedures pertaining to invoices are ignored. Specifically, steps 1-3 are skipped and the part on invoice in step 9 is skipped. Because almost all government publications are not cataloged, pay special attention to parts of steps 8 and 12 on "DO NOT CAT" books.

4.5 INVOICES WITHOUT BOOKS

1. Stamp back of invoice with book-invoice stamp and stamp today's date on line after "invoice".

2. Check Books Awaiting Invoice Shelf for title cited on invoice. If proper book is found, record the book received date on the back of invoice on line beside "book", insert invoice in book and go to Section 4.6, Step 2. If proper book is not found, continue with next step.

3. Check IPF for the title cited on invoice. If proper MOF and Encumbrance Slip are found, file invoice in Invoices Awaiting Books File. If Gold Slip is found, check Books Passed Without Invoices File. If proper Encumbrance Slip is found in Books Passed Without Invoices File, attach Encumbrance Slip to the invoice and give both to the second Receiving Assistant. If Gold Slip or MOF is not found in IPF and P.O. No. is cited on invoice, continue with next step. If proper Gold Slip or MOF is not found in IPF and P.O. No. is not cited on invoice, go to step 5.

4. Check Encumbrance File for proper Encumbrance Slip. If proper Encumbrance Slip is found, use this Slip to locate the proper MOF in IPF; refile Encumbrance Slip and MOF; and file invoice in Invoices Awaiting Books File. If proper Encumbrance Slip is not found, continue with next step.

5. Resolve any remaining problems. Normally, problems which have not been resolved in steps 1-4 are due to our not being able to find the proper MOF in the IPF, for various reasons, or due to invoices being sent to Monograph Acquisitions in error. Invoices that fall into the latter category will look questionable, and such things as no P.O. No., a 6 or 7 in the hundred's place in the P.O. No. (a purchase order from Serials Acquisitions), or a B preceeding the P.O. No. (a purchase order from the Clemson University Bookstore) will tip you off. Consult with Supervisor about the best method of resolving these problems.

4.6 BOOKS AND INVOICES: STAGE I

INTRODUCTION

Processing books and invoices at the first stage involves the following:

1. Opening packages and organizing books
2. Pulling MOF's and Encumbrance Slips
3. Problem solving

The first two steps are relatively straight forward and are therefore covered in the SOP. Because of the complexities of problem solving, this step is covered in a separate section after the SOP. Processing rush books is covered in Chapter 6, RUSH.

When opening packages, remove and check the contents very carefully. Invoice and packing slips may not be in an obvious place. They might be between books, in books, hidden in the packing material, mixed with other extraneous material, or in an envelope attached to the outside of the package. Other material is frequently packed with the books. These include publisher's catalogs, announcements, reports, yellow slips from the MOF, and address change notifications. See description of address changes in Appendix I, FILES.

Reports on unreceived books may be included on the invoice and packing slip. If such a report is found, stamp today's date on it and put the packing slip in the In-coming Report File. If there is no packing slip, make a photocopy of the invoice, stamp today's date on it and put it in the In-coming Report File. If there are no reports on the packing slip and an invoice has been received, discard the packing slip. Save the box until you have processed the books and have ascertained that there are no problems at this stage.

When checking the books against the titles listed on the invoice and when checking the IPF for the proper MOF, usually only the spine title or cover title on the book need be checked. However, sometimes the title from the title page will have to be checked as well. If the proper title still cannot be found, refer to the title on the yellow slip, if there is one, that was returned with the book. Once the proper MOF has been found, discard the yellow slip.

STANDARD OPERATING PROCEDURES

1. Open packages, remove contents and place on table. Check for:

   a) Books, microforms, etc.

   b) Invoice

c) Packing slip

d) Publisher's catalogs

e) Publisher's announcements

f) Reports

g) Yellow slip from MOF

h) Notification of address change

If no invoice is found, go to Section 4.2, BOOKS WITHOUT INVOICES. See Section 4.1, IN-COMING MAIL, for processing of publisher's catalogs and announcements.

2. Check titles listed on invoice against titles of books and arrange books on booktruck in the same order as on invoice. If a title of a book does not seem to match a title on the invoice, write "problem" on a P-slip and insert the P-slip in book. If we have been short-shipped (i.e., charged on the invoice for a book which was not received), go to next section on PROBLEM SOLVING. Stamp back of invoice with book-invoice stamp and stamp today's date acros the lines after "book" and "invoice". Insert invoice in first book listed on invoice.

3. Repeat steps 1 and 2 until the day's shipments are processed.

4. Take booktruck to IPF.

5. Search for proper MOF in IPF for first book. If proper MOF is found, and "DO NOT CAT" does not appear in second box from right at top of MOF, pull MOF from IPF, remove PRF from MOF, write today's date on MOF under "RECEIVED", reinsert PRF in MOF, detach Gold Slip from MOF, refile Gold Slip in IPF, and put remaining slips from MOF and PRF in book. If "DO NOT CAT" does appear in this box, proceed as above, except do not detach Gold Slip from MOF.

6. Check second box from right at top of MOF. If it says "RUSH" or "RUSH - RESERVE", see Chapter 6, RUSH. If it says "CURRENT VOL. REF", insert appropriate flag in book.

7. If proper MOF is not found in IPF and P.O. No. is not cited, see next section, PROBLEM SOLVING. If proper MOF is not found in IPF and P.O. No. is cited, check Encumbrance File. If proper Encumbrance Slip is found, pull Encumbrance Slip and return to step 5. If after returning to step 5, and proper MOF is still not found, see next section, PROBLEM SOLVING. If proper Encumbrance Slip is not found, see next section, PROBLEM SOLVING.

8. Repeat steps 5 and 7 until all books have been processed.

9. Search for proper Encumbrance Slip in Encumbrance File for first book. If proper Encumbrance Slip is found, put Encumbrance Slip with MOF and go to next step. If proper Encumbrance Slip is not found, go to next section, PROBLEM SOLVING.

10. If Encumbrance Slip is pulled from one of the special fund subfiles (such as Latimer, Shirley, or Friends) record P.O. No. and name of fund on special fund flag and clip flag to invoice.

11. Repeat steps 9 and 10 until all books have been processed.

12. Take booktruck to second Receiving Assistant.

PROBLEM SOLVING

Most books which are received do not have processing problems. However, the resolution of the problems that do arise can be very time consuming and somewhat exasperating. With the exception of short-shipments, orders which can not be identified, and discrepancies in vendors, all problems which require phone calls or correspondence for their resolution are handled by the second Receiving Assistant. However, they are frequently initially identified and partially worked on by the first Receiving Assistant.

Three types of problems may be noticed when the books are initially being checked against the titles cited on the invoice. If we receive a short-shipment (i.e., charged for book on invoice, but book was not received), check the IPF to make sure that the title was ordered, put books and invoice back in the original box and call or write to clear up problem. If problem is only with one book, process the rest of the books and only hold invoice and problem book. If a wrong book was sent (i.e., title in book and title on invoice do not agree), write "problem" on P-slip and insert P-slip in book. Second Receiving Assistant will see this slip and handle problem. The receipt of an incomplete set (i.e., complete set was ordered, but not all volumes or parts of the set were received) may be noticed either when comparing the books against the invoice or when searching for the MOF or Encumbrance Slip. If this happens, write "problem" on a P-slip and insert P-slip in book.

Most problems arise when searching for the proper MOF and/or Encumbrance Slip. The problems are many and will be confusing at first. Among the problems are included: MOF misfiled, Encumbrance Slip misfiled, wrong book sent, incomplete set sent, title change, title cited incorrectly on MOF/PRF, order cancelled, order cancelled and reordered, books not ordered by Monograph Acquisitions, duplicate shipments, and old orders which were never cancelled and slips are missing. Half the battle is determining what the problem is, depending on the symptoms.

If the P.O. No. is cited on the invoice and/or the yellow slip is returned with the book the type of problem is much easier to narrow down. Use the following chart to identify problems, based on their symptoms.

SYMPTOM	PROBLEM(S)
A. Encumbrance Slip found, MOF not found	MOF misfiled
B. MOF found, Encumbrance Slip not found	Encumbrance Slip misfiled, still attached to MOF, or already filed in Expenditure File
C. MOF found, Encumbrance Slip found, title not same on book and MOF, author the same	Title change
	Title cited incorrectly on MOF/PRF
	Wrong book
D. MOF found, Encumbrance Slip found, author and title not same on book and MOF	Wrong book
E. MOF not found, Encumbrance Slip not found	Book not ordered by Acquisitions/ Monographs
	Order cancelled
	Very old order, never cancelled and slips missing
	Duplicate
	Supplement
F. MOF not found, P.O. No. not cited	MOF misfiled
	Title change
	Title cited incorrectly on MOF/PRF
	Wrong book
	Book not ordered by Acquisitions/ Monographs
	Order cancelled
	Duplicate
	Supplement
G. MOF found, vendor and P.O. No. different on invoice and MOF	Order cancelled and reordered from different vendor

SYMPTOM	PROBLEM(S)
H. MOF and Encumbrance Slip found, P.O. No. same on invoice and MOF, vendor not same	Publishers and/or distributors affiliated
I. MOF and Encumbrance Slip found, vendor different on invoice and MOF, P.O. No. not cited	Order cancelled and reordered from different vendor Publisher/distributor affiliated Order forwarded
J. Gold Slip found, vendor and P.O. No. different on invoice and Gold Slip	Order cancelled, reordered from different vendor, and book already received from second vendor
K. Gold Slip found, vendor and P.O. No. same on invoice and MOF	Duplicate Supplement

Following is a list of problems and their solutions. If, based on the symptoms, you can not identify a particular problem, but have several possible problems, you will have to follow the steps for each possible problem in a sequence which seems most logical, given the circumstances. Problems are almost always cleared by checking the proper files and bibliographic tools.

MOF MISFILED -- search in the IPF in the general area where the MOF should have been filed. Also, check in the IPF under other important words in the title, subtitle, or author, as cited on the Encumbrance Slip (or on the title page if you have not found the Encumbrance Slip). If missing MOF is not found, note problem on P-slip and insert in book.

ENCUMBRANCE SLIP MISFILED -- check in the Encumbrance File in the general area where the Encumbrance Slip should have been filed. Check Expenditure File. Check back of MOF. Next check under other funds in the Encumbrance File, but under the same number sequence. Finally, if the Encumbrance File occupies one tray or less, search the entire Encumbrance File using the vendor as your searching key. If Encumbrance Slip is not found, note problem on P-slip and insert it in book.

TITLE CHANGE, TITLE CITED INCORRECTLY ON MOF/PRF, WRONG BOOK (symptom F. only) -- perform procedures to identify other possible problems under symptom F. If problem is still not solved, check Defective Book File and Problem File. Check OCLC for correct title using LC card number or ISBN from book, or using author search. If there was a title change or if wrong book was apparently sent, perform steps 5, 6, and 9 of SOP, note problem on P-slip, and insert P-slip in book. If problem cannot be determined, write to vendor using the appropriate follow-up letter in Appendix H. Keep book and copy of

correspondence on Requested Information Shelf until problem is resolved.

BOOK NOT ORDERED BY MONOGRAPH ACQUISITIONS -- check the invoice to see if it is made out to Serials Acquisitions, to the University Bookstore, or to another library. Check the P.O. No. to see if a "B" precedes the numbers or if a 6 or 7 is in the hundreds place. Check the title or anything which looks like a series in the Clemson University Periodical and Continuation Titles. If it is suspected to be part of a series, check with the Library Specialist in Serials Acquisitions. If, after following these steps, and after following steps under ORDER CANCELLED (below), it has been determined that books should have been shipped to another library, or problem has not been determined, write to vendor using the appropriate follow-up letter in Appendix H, if appropriate. Keep book(s) and copy of correspondence on Requested Information Shelf until problem is resolved. If vendor replies that books should have gone to another library, forward books to that library. See under Section 4.14, BOOK RETURNS for making entry on Return Sheet. Request credit memo if books were billed to us.

ORDER CANCELLED, VERY OLD ORDER - NEVER CANCELLED AND SLIPS MISSING, DUPLICATE -- check Cancelled File and Card Catalog. If Library does not have a copy, ask Ordering and Receiving Supervisor if we should accept copy. Once it has been decided to accept copy or not, note problem on P-slip and insert it in book. If Library has copy, note problem on P-slip and insert it in book. Write to vendor if order cannot be identified using the appropriate follow-up letter in Appendix H.

ORDER CANCELLED AND REORDERED FROM DIFFERENT VENDOR -- check Cancelled File. Generally we return the book corresponding to the cancelled order. If new order was prepaid, we must return the book corresponding to the cancelled order: consult with the Ordering and Receiving Supervisor. If we are to return book which corresponds to cancelled order, note problem on P-slip and insert it in book. If we are to keep book, note this on P-slip and insert it in book and cancel new order (see Section 5.3, ORDERS TO BE CANCELLED ...).

PUBLISHER AND/OR DISTRIBUTOR AFFILIATED (symptom H. only) -- change name of vendor on MOF and Encumbrance Slip.

PUBLISHER AND/OR DISTRIBUTOR AFFILIATED (symptom I. only) -- check both names in "Publishers' Imprints, Affiliated Companies, Subsidiaries, Divisions & Special Distribution Arrangements" in Literary Market Place, in "Key to Publishers and Distributors" in BIP, and in the Address File. If a connection is found, change name of vendor on MOF and Encumbrance Slip. If no connection is found, write or call vendor. Keep book(s) and copy of correspondence on Requested Information Shelf until problem is resolved.

ORDER FORWARDED -- unless stated by the vendor or the company with which the order was originally placed we have to write or call to establish this fact. Change name of vendor on MOF and Encumbrance Slip.

ORDER CANCELLED, REORDERED FROM DIFFERENT VENDOR, AND BOOK ALREADY RECEIVED FROM SECOND VENDOR -- note problem on P-slip and insert it in book.

DUPLICATE -- note problem on P-slip and insert it in book.

SUPPLEMENT -- If MOF or Encumbrance Slip are not found or if only the Gold Slip is found, check the publication to see if it says it is a supplement. If it appears to be a supplement and Gold Slip was found, write "supplement, Gold Slip in IPF" on P-slip and insert P-slip in book. If MOF or Encumbrance Slip are not found check files in following sequence until main work is found:

1. PRF Archive (if P.O. No. is cited)
2. Clemson University Periodical and Continuation Titles
3. Card Catalog

If main work is found in 1. or 3., indicate problem on P-slip and insert P-slip in book. If main work is found in 2., give book to Library Specialist in Serials Acquisitions. If nothing is found, write to vendor, using the appropriate form letter in Appendix H. Keep book and copy of correspondence on Requested Information Shelf until problem is resolved.

4.7 BOOKS AND INVOICES: STAGE II

INTRODUCTION

Processing books and invoices at the second stage involves the following:

1. Checking and certifying invoices
2. Verifying that correct book was received and in good condition, and editing information on MOF/PRF to match book if necessary
3. Counting and recording statistics
4. Solving problems

As in BOOKS AND INVOICES: STAGE I, the first steps are covered in the SOP; and problem solving, as it is a more complex procedure, is covered in a separate section after the SOP. Checking figures on invoices is done using an electronic calculator. Beginning with this chapter Encumbrance Slips are generally referred to as Expenditure Slips. If any books on the truck have been prepaid, refer to Section 4.12, PREPAID ORDERS.

STANDARD OPERATING PROCEDURES

1. Remove invoice from first book on booktruck. If book was prepaid, see Section 4.12, PREPAID ORDERS.
2. Check invoice for accuracy. If a discount is given and the discount rate is shown, calculate the net price based on list price and discount rate. Check invoice total by adding net prices and postage and handling charges. If your calculations do not agree with the invoice, recalculate. If they still do not agree, see next section, PROBLEM SOLVING. If sales tax is charged, stamp invoice with "EXEMPT FROM S.C. SALES TAX SEC. 65-1404, item 2" stamp, indicate on P-slip the fact that sales tax was applied and the amount, and attach P-slip to invoice.
3. Stamp original copy of invoice with certification stamp and complete stamp (see example in Appendix H). If there is a second copy, stamp it with complete stamp and initial it. Record date from back of invoice on line after "BOOKS REC'D" of certification stamp. If there is only one P.O. No. for this invoice, record that number on line after "ORDER NO". If this number is not on invoice it may be obtained from MOF. If there is more than one P.O. No. for this invoice write "L varies" on line after "ORDER NO". Sign your name on line after "CERTIFIED CORRECT".

4. Take first book from booktruck, making sure that it corresponds to the first book listed on invoice. Remove MOF, PRF, and Expenditure Slip from book.

5. Compare information on MOF to title page, verso of title page, and other areas of book if necessary. Information to be compared includes: author, title (including subtitle), statement of responsibility, place of publication/distritution, name of publisher/distributor, date of publication/distribution or copyright, series (check for series in book, even though a series is not cited on MOF), vendor, price, edition, number of copies, number of volumes, LC card no., and ISBN. Also compare P.O. No. on MOF and Expenditure Slip. If any discrepancies are found, see next section on PROBLEM SOLVING. Check Expenditure Slip for legibility, and make clearer, if necessary.

6. Check book for obvious physical defects and appropriateness of physical format. (See next section, PROBLEM SOLVING.)

7. When information on MOF, on Expenditure Slip, and in book match and/or discrepancies have been resolved, record cost of book (discounted or net price where applicable) in top right-hand box on Expenditure Slip, and record received date on Expenditure Slip under "RECEIVED" and on PRF after "Material received by Acquisitions Dept." (see examples in Appendix). When recording cost, compare cost with list price. If cost exceeds list price by $20 or more, show information to Ordering and Receiving Supervisor. Also when recording cost check fund on MOF. If a special fund is indicated make sure that a special fund flag with fund name and P.O. No. has been clipped to invoice.

8. If book is to go to Cataloging, insert PRF in MOF, insert MOF in book by title page, and put book back on truck. If MOF/PRF is marked "DO NOT CAT", insert MOF in book, leave book on desk, and file PRF in PRF Archive.

9. Record invoice number and invoice date on back of Expenditure Slip and set Expenditure Slip aside.

10. Repeat steps 4-9 until all books for first invoice have been processed.

11. Remove next invoice on booktruck and repeat steps 2-9 until all books on truck have been processed.

12. Count books on truck and "DO NOT CAT" books left on desk, and Expenditure and Duplicate Rec Slips. Book count should be of titles, not volumes. If there is any doubt in your mind, count the number of MOF's rather than the number of titles. Book count and Slip count should be the same. If the count is not the same, check to make sure no Expenditure Slips were left

with MOF's. When counting Expenditure Slips, separate Slips marked "DO NOT CAT".

13. Record book count on Book Count Sheet for current month (see Chapter 10, MONTHLY REPORTS AND STATISTICS).

14. Using "DO NOT CAT" Expenditure Slips, remove "DO NOT CAT" books from truck.

15. Put Expenditure Slips in back of Temporary Expenditure File.

16. Record postage and handling cost from each invoice in the Postage Book (see Chapter 10, MONTHLY REPORTS AND STATISTICS). When this is completed, put check mark by your initials on second copy of invoice. If there is only one copy, put check mark lightly by your initials on original.

17. Put invoices in Invoices To Be Paid File.

PROBLEM SOLVING

Problems may arise either with the invoices or with the books and/or MOF's/PRF's. The resolution of these problems will frequently require the second Receiving Assistant to contact the vendor either by phone or letter. Also, the Ordering and Receiving Supervisor will frequently need to be consulted about the nature of the problems and the best way to resolve them.

If there is a significant error in the invoice, write or call the vendor explaining the problem and requesting an amended invoice or a credit memo. The amended invoice should have the same invoice number as the original. Put the invoice and a copy of the letter with the problem book (if there is a problem book involved) and put the book on the Problem Shelf. Process other books on invoice.

If there is a minor problem with the invoice, call the vendor, if possible, to request permission to change the invoice. If permission is given, make the changes on the invoice, initial the invoice, and attach a note to the invoice explaining the changes and identifying the person authorizing the changes.

If an amended invoice is received, pull correspondence, invoice, and book(s) off Problem Shelf, tell Ordering and Receiving Supervisor what has happended, and process books and invoice as normal, except that only the amended invoice is certified, and the first invoice is attached to the amended invoice along with a note on a P-slip explaining what happened. File correspondence in Completed Problem File. If a credit memo is received, process invoice and credit memo as normal and file correspondence in Completed Problem File.

Problems with the books themselves and/or the MOF's/PRF's are listed below, followed by suggested ways for dealing with them.

Several of the problems will require the return of a book. These include: G. MATERIAL IN UNACCEPTABLE PHYSICAL FORMAT, H. DEFECTIVE COPIES, J. ORDER CANCELLED AND BOOK TO BE RETURNED, L. DUPLICATE, M. DIFFERENT EDITION, CONGRESS, SYMPOSIUM, ETC., and N. WRONG BOOK. For book returns see Section 4.14, BOOK RETURNS. The following are problems you will encounter:

A. MOF misfiled

B. Encumbrance Slip misfiled

C. Two or more copies received, to be cataloged for different locations within the Library

D. Insufficient number of copies

E. Incomplete set

F. Supplement

G. Unacceptable physical format

H. Defective copy

I. Order cancelled and book to be kept

J. Order cancelled and book to be returned

K. Series does not match, or series not cited on MOF/PRF

L. Duplicate

M. Different edition, congress, symposium, etc. or different year of publication/copyright

N. Wrong book

O. Title change

P. Title cited incorrectly on MOF/PRF

A. MOF MISFILED -- using information on Encumbrance Slip, make new MOF and PRF. Write on original Encumbrance Slip "MOF not found", the day's date, and file slip in Not Found File. Indicate in note section of PRF that original PRF and MOF were lost. Searching information should not be provided on PRF. Record order number and date ordered under "ORDER CODING" section of PRF. Write today's date on MOF under "RECEIVED", detach Gold Slip from MOF, and refile Gold Slip in IPF.

B. ENCUMBRANCE SLIP MISFILED -- using information on MOF, make new MOF and Encumbrance Slip. Discard old MOF.

C. TWO OR MORE COPIES RECEIVED, TO BE CATALOGED FOR DIFFERENT LOCATIONS WITHIN THE LIBRARY -- cross out one location on PRF and MOF and change number of copies to one. Make second PRF and MOF for other copy and location. All information should be copied exactly except for searching information, locations, and number of copies. Mark second PRF "dup PRF" in the note section. Type location at very top of call number box of MOF, unless this copy has no special location (i.e., circulating). See examples in Appendix G. In cost box of MOF record one-half of the net price for the two copies. Detach Gold Slip from second MOF and file it in IPF. Correct information on Gold Slip that was filed by first Receiving Assistant to match other book.

D. INSUFFICIENT NUMBER OF COPIES and E. INCOMPLETE SET -- change PRF and MOF to reflect number of copies or which volumes received. Make MOF and PRF for copies or volumes which were not received. All information should be the same on the two sets of PRF's and MOF's (including P.O. No.) except that volumes or number of copies will differ, price may differ, processing dates and searching information on second PRF will be left blank, and second PRF and MOF will be made ADD's (see examples in Appendix G). Indicate on tail of second MOF what has happened. If vendor has reported on status of outstanding volumes, record this on tail of second MOF. If invoice is for entire set, indicate "N/C" on second MOF and also indicate that entire set was paid for and cite invoice number. If status of outstanding volumes has not been reported, or if insufficient number of copies has been sent, write to vendor requesting missing volumes or copies. Be sure to refer to our P.O. No. and their invoice number and invoice date in the letter. Put copy of letter in Problem File.

F. SUPPLEMENTS -- a supplement will have a P-slip in it identifying it as a supplement and in which file information was found on the main volume or set. Make MOF and PRF for supplement. Use the Gold Slip or Card Catalog record for your source of information. Indicate price as free, unless there is an invoice. Do not indicate "ADD" on MOF or PRF. Even though the record for the supplement may eventually be added to the record for the main volume, it is for Cataloging to determine this. Indicate in the note section of the PRF and at the bottom of the MOF the location of the main

volume (i.e., either the call number or "in cataloging"). File Gold Slip in IPF and discard Encumbrance Slip, unless there is a charge. If it appears that the supplements will be received for an indefinite period it might be more appropriate for Accquisitions/Serials to process them. Consult with the Ordering and Receiving Supervisor.

G. UNACCEPTABLE PHYSICAL FORMAT -- in general the only physical format that is acceptable is book or microform. Maps and pamphlets may or may not be acceptable; consult with Ordering and Receiving Supervisor. The following formats are not acceptable:

1. Filmstrips
2. Flashcards
3. Games
4. Kits
5. Offprints or preprints of articles
6. Pictures
7. Slides
8. Sound recordings
9. Transparencies
10. Video recordings

Whenever material is received in unacceptable format consult with Ordering and Receiving Supervisor about the best action to take. If part of the material is in an acceptable format and part in unacceptable, it might be possible to keep and catalog the acceptable and send the unacceptable to the requester. If all of the material is in unacceptable format, we have the option of trying to return the material to the vendor or sending it to the requester. (See Section 4.14 BOOK RETURNS).

H. DEFECTIVE COPY -- this encompasses imperfections in printing, collation, and binding, and physical damage to a book whether damage occurred at the publisher's or in the mail. Common imperfections include: blurry or garbled print, blank pages or blank spots on pages, missing pages, pages collated out of order or upside down, upside down bindings, and loose bindings. Common physical damage includes: torn pages, binding, or covers; water damage; and warped books. These books must be returned or mended (see Section 4.14, BOOK RETURNS). Books purchased from OP dealers generally have some defects. Consult with the Ordering and Receiving Supervisor about these. For special procedures for processing defective books detected after the book

has left the Monograph Acquisitions Unit see Section 4.19, DEFECTIVE COPIES.

I. ORDER CANCELLED AND BOOK TO BE KEPT -- pull PRF from Cancelled File, make new MOF, record today's date on MOF under "RECEIVED", and file Gold Slip in IPF.

J. ORDER CANCELLED AND BOOK TO BE RETURNED -- see Section 4.14, BOOK RETURNS.

K. SERIES DOES NOT MATCH, OR SERIES FOUND IN BOOK BUT NOT CITED ON MOF/PRF -- series statements found in the book may not match exactly the way they are cited on the MOF/PRF. Do not change the series on the MOF/PRF. However, if the series statement appears to be substantially different from the series on the MOF/PRF, or if the series was not cited on the MOF/PRF, check the Clemson University Periodical and Continuation Titles. If the series is listed there as an active title, the book is considered a duplicate. Return book to vendor as described in Section 4.14, BOOK RETURNS. If series is not found in Clemson University Periodical and Continuation Titles, check OCLC terminal for correct series tracing (see Section 2.4.6, OCLC). If LC record is found on terminal that was not found when title was originally searched, add LC card number to MOF/PRF. If it is found on OCLC terminal that series was not checked correctly in Clemson University Periodical and Continuation Titles, recheck series. If series is found, treat as a duplicate. If series was not found originally and is still not found, record series on MOF/PRF.

L. DUPLICATE -- these may be the result of a vendor error (order cancelled or a title change) or our own error (duplicate not detected in searching). If it was the vendor's error we should always return the book. If it was our error we should try to return the book if the new price was $15 or more. However, foreign vendors will not accept returns resulting from buyers' errors, so do not try to return these books. See Section 4.14, BOOK RETURNS, for explanation of book returns. Duplicates caught after they have left Monograph Acquisitions are generally not returnable because they have been property stamped.

M. DIFFERENT EDITION, CONGRESS, SYMPOSIUM, ETC. OR DIFFERENT YEAR OF PUBLICATION/COPYRIGHT -- a later edition than the one ordered is always accepted unless the edition ordered is a replacement (different sessions or meetings of a congress, symposium, etc. are not considered different editions). When a later edition is received, change the MOF and PRF to agree with the edition in hand. Search new edition on OCLC terminal and update OCLC information on MOF/PRF if necessary. If an earlier edition is received, check the searching sources to verify the existence of edition ordered. If the PRF and source do not agree, correct the MOF/PRF and Encumbrance Slip to agree with the book. If the PRF and source do agree, return the book to vendor and request correct edition, unless book was received from an OP dealer

(see Section 4.14, BOOK RETURNS). If it was received from an OP dealer, show book and MOF/PRF to Unit Head. If the year of publication/copyright does not match and all other information agrees, change publication/copyright year on PRF and MOF to match book. If the year of publication/copyright does not match and other information does not agree, such as LC card no. or ISBN, check book for an edition statement and check the OCLC terminal. A different edition of a replacement is normally accepted unless the Library already owns the same edition. If a different edition for a replacement has been received and the MOF/PRF indicates an AE, check the Card Catalog. If the AE in the Card Catalog and the edition received are the same, treat as a wrong book. Different sessions or meetings of a congress, symposium, etc. are considered to be different titles, not different editions of the same title. If a different session or meeting of a congress, symposium, etc. is received, call requester to find out if the one received is acceptable. If it is, change MOF and PRF to match book. Search congress on OCLC terminal and update OCLC information on MOF/PRF if necessary. If it is not acceptable, return book to vendor and request correct book (see Section 4.14, BOOK RETURNS).

N. WRONG BOOK, O. TITLE CHANGE, P. TITLE CITED INCORRECTLY ON MOF/PRF -- in some cases a book will be clearly identified as a wrong book by the first Receiving Assistant. However, in many cases the problem will have been identified no further than the fact that the title in the book and the title on the MOF/PRF do not match. It is the responsibility of the second Receiving Assistant to determine what the problem is and to resolve it. A different author and title always means a wrong book. The same author and a different title or a different title and a change from author entry to title entry may mean a wrong book, title change, or incorrect information on MOF/PRF. Always search the book on the OCLC terminal regardless of whether a record was found on the terminal in the original search. If the correct record is found on the OCLC terminal and it was not found during the original search, add LC card number or OL number to PRF and add LC number only to MOF. First search by LC card number or ISBN, if there is one. Whether a record is found or not, always re-search by author, author/title, and/or title. Compare author, title, publisher, publication/copyright date, edition, series, ISBN, and LC card number. Also compare the number of pages on the terminal with the number of pages in the book. If the information on one of the terminal records and the information in the book matches the information on the MOF and PRF, except for the title, then the title was changed. If other information does not match, a wrong book was sent. If a record was not found on the OCLC terminal during the original search, check the source where the information was found. This may include the Blurb File or the Pub Cat File. If the information from the original source matches the PRF/MOF, assume that a wrong book was sent. If the information does not match, the information was cited incorrectly on the MOF/PRF. If necessary consult with the Searching Supervisor about locating and

interpreting information. If wrong book was received return book to vendor (see Section 4.14, BOOK RETURNS). If there was a title change, or information was cited incorrectly, correct MOF/PRF and Encumbrance Slip to match book. Be sure to correct Gold Slip and refile it in new location if necessary. If necessary make new MOF/PRF (complete all areas of PRF) and attach old PRF to new.

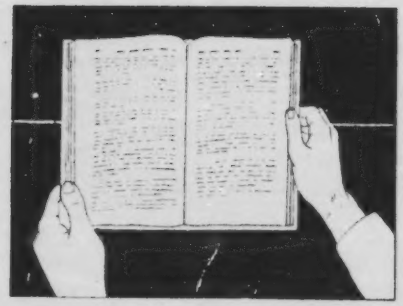
Q. OTHER INFORMATION CITED DIFFERENTLY ON MOF/PRF -- the principal reason for comparing information on the MOF/PRF to the book is to determine that the correct title and edition have been received, not to make the information on the MOF/PRF conform to the form it appears in in the book. Cataloging records never match the form in which the information appears in the book. This is especially true for the author's first and middle names, the punctuation separating the main title from the subtitle, and the completeness of information in the imprint. Therefore, except for changes explained under K, M, N, and O of this section, do not change information on the MOF/PRF to match information in the book. If MOF/PRF is changed, be sure to correct information on Gold Slip and refile it in new location if necessary.

4.8 STRIPPING BOOKS

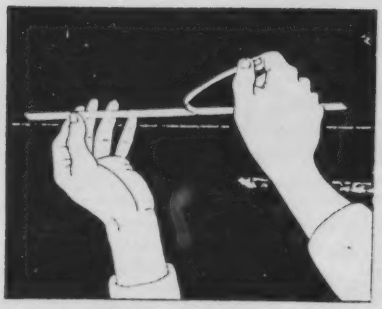
All books have metalic strips affixed to them for the library book security system before they leave Monograph Acquisitions, except for material in the following categories:

1. Books for the Architecture Library
2. Spiral bound books
3. Microforms
4. Material to be sent directly to, or ultimately housed, in locations outside the Cooper Library (examples: Horticulture Library, Sirrine Library, office copy for someone outside the Library)

The stripping of books is illustrated on the next page. If the strip is longer than the book is high, cut off one end of the strip. Because the strips are part of the Library book security system information about the strips should not be discussed with Library users.

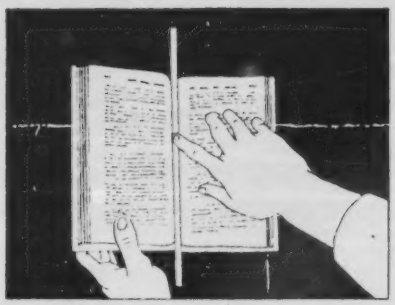


1 Open book to page with margin wide enough so that tape will not interfere with type. Do not open wide enough that book will open at this page again. Avoid pages where the book opens naturally.

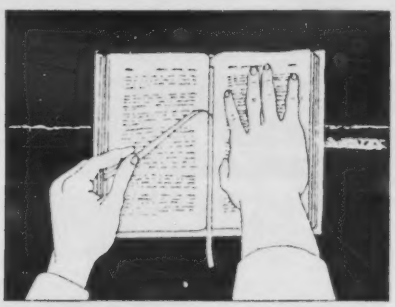


2 Remove the short green liner from the strip.

3 Slide the strip into the gutter, as deeply as possible.



4 Press into place.



5 Pull the long liner from the strip and close the book. The strip is now permanently located in the book.

4.9 PASSING BOOKS

The last step in processing books is sending them to Cataloging (books on booktruck) or sending them to another location (books on second Receiving Assistant's desk with MOF's marked "DO NOT CAT"). Books on truck are taken to Terminal Room in Cataloging and left on truck next to first desk on right. Books for Government Documents, USDA Office, or for an individual within the Library are hand delivered. If the individual or staff in Government Documents or USDA Office are not present, leave book and MOF with note in a conspicuous place.

4.10 PAYMENT

Payment is the last stage in the processing of invoices. However, this process is only initiated by the Monograph Acquisitions Unit. When invoices and vouchers leave the Monograph Acquisitions Unit they go to the Library Director's office where expenditure information is recorded and running accounts are kept. From there the invoices and vouchers go to the Office of Accounting Control, where further accounting information is kept and where checks are produced and mailed.

The Standard Operating Procedures within Acquisitons/Monographs are as follows:

1. Sort invoices, by vendor, from Invoices To Be Paid File.
2. Type one voucher for each vendor (there may be several invoices), adding invoice totals on calculator when necessary.
3. Separate copies of invoices as follows:
   a) Original copy (with certification stamp)
   b) Copy with complete stamp
   c) Other copies
4. Make up voucher packets, stapling at top corners and consisting of the following (this step is performed at the same time as step 3):
   a) Voucher
   b) Original copy of invoice
   c) White backing sheet
5. Stamp voucher date next to complete stamp on invoice (this invoice will be filed in Invoice File later).
6. Put copy of invoices with complete stamp in Invoices to be Filed File.
7. Discard other copies of invoices.
8. Ordering and Receiving Supervisor revises and puts voucher packets in Unit Head's basket.
9. Unit Head signs vouchers and returns them to Supervisor.
10. Supervisor sends voucher packets to Library Director's office.
11. File invoices in Invoice File (done at later time or date).

The invoices and vouchers are processed in batches, the batches being done at least once every week. Receiving or student assistants perform procedures 1-7 and 11, depending on workload. The procedures to follow for typing vouchers is not explained here, however examples are given in Appendix H. Processing of proforma invoices is performed by the Supervisor, the procedures being the same as for invoices for books received, except that a photocopy of the invoice and MOF are clipped to back of voucher packet (see Section 3.7, PREPAYMENT (ORDERING)).

When typing vouchers, be on the lookout for the following problems:

1. Addresses - some invoices will have two or more addresses on them, only one address being the proper address for payment. Be careful that subunits within a larger organization (especially offices or departments within a university) are clearly indicated in the address; make sure the name of the country is indicated for foreign addresses.

2. Special funds - these will have special fund flags attached to invoice. Special fund number must be indicated on voucher. Make separate voucher for special fund if possible (see Appendix H for example.

3. No invoice number - make photocopy of invoice and clip it to back of voucher packet.

4. Correct total on invoice - total may have been corrected by Receiving Assistant because sales tax was charged; do not confuse subtotals with total or page total with invoice total. Foreign currenty - some invoices will bill us both in U.S. currency and in foreign currency; make sure only U.S. currency is indicated on voucher. If only foreign currency is indicated on invoice, give invoice to Supervisor who will calculate currency conversion.

5. Credit memos - make sure credit memo is properly indicated on voucher and that credit is subtracted from invoices (see Appendix H for example).

4.11 EXPENDITURE ACCOUNTING

Three or four times a month new expenditures are subtotalled by fund, the subtotals are added to running totals on the Fund Account Cards, and Expenditure Slips are filed into the Expenditure File. The following procedures are followed:

1. Second Receiving Assistant pulls Expenditure Slips and Duplicate Rec Slips from back of Temporary Expenditure File, arranges slips by fund, and subarranges slips under fund alphabetically by title.

2. Using cost from upper right corner of Expenditure Slips, second Receiving Assistant subtotals each fund twice on adding machine to check for accuracy, and puts slips and adding machine tapes in appropriate section in Current Expenditure File.

3. Ordering and Receiving Supervisor checks Expenditure Slips in Temporary Expenditure File to make sure funds are grouped properly, adds subtotals to running totals on adding machine twice to check for accuracy, and enters new total on each Fund Account Card.

4. Second Receiving Assistant files Expenditure Slips in Expenditure File and checks Duplicate Rec Slips against Slips already in Expenditure File. Duplicate Rec Slips are then discarded.

4.12 PREPAID ORDERS

Processing books which have been prepaid is the same as processing books for which payment has not yet been made, except for the procedures which are detailed below.

When a prepaid book is received by the first Receiving Assistant a prepay sheet will be found in the Prepaid File, and will be processed as in step 2, Section 4.2, BOOKS WITHOUT INVOICES.

Second Receiving Assistant will receive prepaid book on truck along with unpaid books, the difference being that the prepaid book will have a prepay sheet in it instead of an invoice. These books are processed as in Section 4.7, BOOKS AND INVOICES -- STAGE II, except that procedures pertaining to invoices are ignored. Specifically, steps 1-3 and 9 are skipped. A Duplicate Rec Slip (see Appendix H) is made out and set aside with the rest of the Expenditure Slips.

Duplicate Rec Slips are not counted as expenditures (see Section 4.14, EXPENDITURE ACCOUNTING). When filing Expenditure Slips into the Expenditure File, Duplicate Rec Slips are used to check that Expenditure Slips have already been filed for prepaid orders. The Duplicate Rec Slips are then discarded.

4.13 JUV BOOKS

Books for the Juvenile Collection will be identified on the MOF by JUV at the top of the call number box and by EDUC under the fund. It is the responsibility of the second Receiving Assistant to mark the appropriate reading level on the book. This is done by affixing a colored dot to the top of the spine of the book and the grade level code to the inside of the front cover. Following is a list of the grade levels, their codes, and the dot colors:

GRADE	CODE	DOT
K-3	PR	green
4-6	INT	red
7-9	JH	yellow
10-	SH	blue

The codes will generally be marked on the PRF. If the MOF/PRF is marked JUV but the code is not indicated on the PRF, do not mark the reading level on the book. Also, the reading level as indicated in BIP will frequently be marked on the PRF. If the reading level from BIP and the code vary greatly, do not mark the reading level on the book.

If the MOF/PRF does not indicate JUV but the book appears to be written for juveniles or an AC appears after the LC card number, show the book and MOF/PRF to the Unit Head.

4.14 BOOK RETURNS

Many of the problems encountered in Section 4.7, BOOKS AND INVOICES: STAGE II, will require the return of a book. These include (as listed in Section 4.7): G. MATERIAL IN UNACCEPTABLE PHYSICAL FORMAT, H. DEFECTIVE COPY, J. ORDER CANCELLED AND BOOK TO BE RETURNED, L. DUPLICATE, M. DIFFERENT EDITION, CONGRESS, SYMPOSIUM, ETC., AND N. WRONG BOOK. Remember that if there are other books on invoice without problems, they can be processed.

If the book was purchased from a publisher or distributor, we must first request permission to return and a credit memo. If vendor has toll free number, phone and request permission to return. If not, complete and mail Return Memo no. 1 (see Appendix H). Be careful with address. Some publishers have different addresses for book returns. Keep book on Problem Shelf and copy of Return Memo in Problem File. Note problem and date on tail of MOF and refile MOF/PRF in IPF. In case of J. ORDER CANCELLED AND BOOK TO BE RETURNED and L. DUPLICATE, there will be no MOF/PRF in IPF.

When permission to return is granted, complete Return Memo no. 2 (see Appendix H), make entry on Return Sheet (see Appendix H), fill out mailing label, making sure book is insured (see mailing label in Appendix H), mail book and original of Return Memo no. 2 to vendor, and put copy of both return memos, invoice, and all correspondence back in Problem File.

If you are returning a book because of H. DEFECTIVE COPY, M. DIFFERENT EDITION, CONGRESS, SYMPOSIUM, ETC., or N. WRONG BOOK, the return memo must state that we wish to reinstate the original order.

When credit memo is received, retrieve material from Problem File and process invoice and credit memo as described in Section 4.10, PAYMENT. However, if the credit memo completely cancels out the invoice, the invoice and credit memo are not processed for payment but are stapled together and filed in the Invoice File. Under no circumstances should invoices or credit memos be filed in the Completed Problems File. File any correspondence in Completed Problems File. In the case of G. MATERIAL IN UNACCEPTABLE PHYSICAL FORMAT, give MOF/PRF to Supervisor, who will notify the requester, and file the PRF in the PRF Archive.

If the book was purchased from one of our regular book dealers such as Ballen or Baker & Taylor (Commerce) we may use credit memos provided by them (see Appendix H). Complete credit memo and mail appropriate copies with book to vendor, making sure book is insured (see mailing label in Appendix H). Make entry on Return Sheet, and put copy of credit memo in Completed Problem File. Note problem and date on tail of MOF and refile MOF/PRF in IPF.

In the case of H. DEFECTIVE COPY, M. DIFFERENT EDITION, CONGRESS, SYMPOSIUM, ETC., and N. WRONG BOOK, the correct book will be received at some point (it may come with the credit memo). These can be processed normally except that the received date on the MOF/PRF should be changed to the later date.

4.15 REPORTS

INTRODUCTION

When working with reports one must be aware of the following problems:

1. A multiplicity of different kinds of reports due to the lack of standardized reporting terminology.

2. Vague or ambigous terminology.

3. Erroneous or inaccurate information.

4. Differences in policies and procedures among publishers, distributors, and domestic and foreign book dealers.

A few concrete examples will serve as warning: a report that a title is out of stock when there are copies on the shelves in the warehouse, a vendor sends a title after reporting that it is OP, a distributor reports a title is OP or NOP when they really should say that they are no longer handling the distribution, and a vendor reports a title as OSI but does not indicate whether they are cancelling the order or not.

This means that the first Receiving Assistant must read and interpret reports carefully and occasionally consult with the supervisor or with the Unit Head. Also, the assistant must frequently consult with Searching Supervisor because of the close relationship between reporting, reordering, and requester notification. After reading the report, the first Receiving Assistant records the report on the tail of the MOF or on one of the MOF slips, depending on whether the order is still active or is being cancelled. He/she may also take an additional action depending on the nature of the report. Following is a list of the most common reports:

A. Cannot supply

B. Cancelled no reason

C. Publisher out of business

D. Publication cancelled

E. Not our (their) publication (NOP)

F. Out of print (OP)

G. Out of stock (OS)

H. Out of stock indefinitely (OSI)

I. Temporarily out of stock (TOS)

J. Not yet published (NYP)

K. Cannot locate publisher

L. Back ordered (BO)

M. Prepaid with publisher

N. Replies to follow-ups:

1. Book sent on date

2. Order never received

O. Questions or requests

1. Price increase, ship?

2. Different physical format, ship?

3. OP, OS, etc., back order or cancel?

4. Provide publisher's full address

5. New edition available

6. OP quote

7. Prepayment required

As if this list were not long enough, many other reports are received which mean the same or approximately the same thing as the reports on the list. To aid in the proper interpretation of these reports a list follows of the types of reports with the most common variations in terminology:

A. Cannot supply

1. Unavailable

2. Not available through wholesale channels

3. We do not supply this publisher

4. We do not supply this title

5. Order direct

6. Publisher fails to respond to our repeated orders

D. Not our (their) publication (NOP)

1. Publisher does not recognize title

E. Out of print (OP)

1. No longer available

J. Not yet published (NYP)

1. Publication date indefinite

Using the above lists you should be able to determine what kind of report you have received.

After recording the report on the MOF take one of the following actions, if necessary:

1. Clear files and send slips to Searching Supervisor.

2. Send cancellation notice to vendor and then clear files and send slips to Searching Supervisor.

3. Reply to inquiry.

4. Take other action.

Cancellations require that the files be cleared and slips sent to the Searching Supervisor (1). Reports A-E are always cancellations, whether the word "cancelled" is used or not. Reports L and M are always active order status reports and require no further action. Reports F-K may be cancellations or active status reports, depending on the wording of the report. If the order slip is returned along with a report, always consider the order cancelled. Reports F. (OP) and H. (OSI) are normally cancellations. However, if the vendor has an additional message, such as "back ordered" or "will ship later", always take action (2) send cancellation notice to vendor and then clear files and send slips to Searching Supervisor. Reports G and I-K are only considered to be cancellations if so stated on the report or if the order slip is returned. If the due date for an OS, TOS, or NYP report is one year or more in the future, cancel order (2).

Occasionally a vendor will send a report for an order which was previously cancelled. This becomes especially confusing if we have since reordered the title from another vendor. When locating the proper MOF in the IPF make sure the vendor of the book and the vendor on the MOF are the same. If the proper MOF is not found in the IPF, check the Cancelled File. If the order has been cancelled and the vendor still regards the order as active, notify the vendor of the fact that the order was cancelled. This can be done most easily by writing a note on the report and returning it to the vendor. File copy of report and our reply in Completed Report File.

If a vendor replies to our follow-up notice that a book has already been sent, check in the following sequence until information is found indicating that the book was received:

1. Check IPF for Gold Slip (follow-up notice and book crossed in the mail).

2. Check Card Catalog for record (if MOF was not found in IPF).

3. Check with Library Specialist in Serials Acquisitions (if it is found there, process book as in Section 4.6, BOOKS AND INVOICES: STAGE I).

4. Call Central Receiving to see if the book is there.

5. If the requester is from a department outside the Library, or is from Government Documents or the Agricultural Information Office, call the appropriate department to determine if the book is there.

If no indication is found that the book was received, show the report to the Ordering and Receiving Supervisor, review with the Supervisor where you checked for information, and then write to vendor indicating that we have not received the book, outlining where we have checked for it, and requesting that another copy be sent.

If a vendor replies to our follow-up notice that the order was never received, show report and MOF to Ordering and Receiving Supervisor. Depending on the wording of the report he/she will have you record the cancellation and start the reordering process or will have you send a photocopy of the MOF to the vendor.

When questions or requests for further information are received from vendors the first Receiving Assistant normally shows the reports and MOF's to the Ordering and Receiving Supervisor. Depending on the size of the price increase, the type of physical format, etc., the Supervisor may consult with the Unit Head. He/she will then tell the Assistant what action to take. It is usually easiest for all involved to simply write or type our reply on the original report and to return it to the vendor. Remember to file the report or a photocopy of it (with our reply) in Completed Reports File.

If a report is received stating that only the paperback edition is available, the Assistant may accept it automatically, without consultation. If the publisher's full address is requested, check in the following sequence until an address is found:

1. Blurb File (if blurb is indicated on PRF)

2. Address File

3. "Key to Publishers and Distributors" in back of BIP

4. Literary Market Place

5. PTLA

If an address is not found in these sources give the report to the Ordering and Receiving Supervisor. If a request for prepayment or proforma invoice is received, put it in Prepay File (see Section 4.1, MAIL).

The Standard Operating Procedures which follow are to be used in dealing with reports A-M. These SOP's may also be used for reports N and O, where applicable.

STANDARD OPERATING PROCEDURES (Reports A-M)

1. Read the report and determine if the order is still active, if the order is being cancelled, or if the order is active but should be cancelled. If the order is still active, go to next step. If the order is being cancelled, go to step 3. If the order is still active but should be cancelled, go to step 6.

2. Record report and today's date on tail of MOF and go to step 7.

3. Record "CA", today's date, and the reason in the top, right-hand corner of the first slip of the MOF (marked "cataloging") and on report.

4. Pull Encumbrance Slip from Encumbrance File.

5. Give MOF, PRF, Encumbrance Slip, and any correspondence (if deemed necessary) to Searching Supervisor and go to step 7.

6. Cancel order by printing in a bright color on the report "PLEASE CANCEL" and the date and return report to vendor or fill out and mail "CANCELLATION NOTICE" card (see Appendix H), and return to step 3.

7. File report in Completed Reports File.

4.16 STATEMENTS

INTRODUCTION

Processing of statements and requests for payment enables us to identify and resolve problems concerning payment and order fulfillment. Statements are received and should be processed on a regular basis. Before these problems can be worked on, two additional problems must be eliminated first. One: most items on a statement will resolve themselves, given time. This is because of the length of time it takes for a vendor to receive a check and because most publishers (not book jobbers) send statements for titles which have been recently invoiced. Some, such as Garland, even send statements before they send the book and/or invoice. Two: frequently items are put on statements for Monograph Acquisitions in error. Such items are usually for Serials Acquisitions or the Clemson University Bookstore. However, occasionally an item may be for another department or office within the University. Second Receiving Assistant performs procedures 1-9 and the Ordering and Receiving Supervisor performs the remaining procedures in the SOP. Statements from GPO and NTIS are processed by Ordering and Receiving Supervisor.

STANDARD OPERATING PROCEDURES

1. Receiving Assistant examines vendor names on the statements in the Statements To Be Worked On File. If two or more statements for the same vendor are found, write "complete" on the older statements(s).

2. Examine P.O. No. references and transaction dates on first statement. Write "Serials" by any P.O. No. that contains a 6 or 7 in the hundreds column. Write "Bookstore" by a P.O. No. beginning with the letter B. Any remaining P.O. No. references with transaction dates which are within two months of today's date need be checked no further. If all P.O. No. references have been accounted for, write "complete" on the statement, set this statement aside, and repeat these procedures on the next statement. If not all P.O. No. references have been accounted for, continue with next step.

3. Check appropriate Invoice File for any P.O. No. references which are unaccounted for. In order to establish that correct invoice has been found, compare invoice No., P.O. No., and amount. If correct invoice is found, record voucher date beside P.O. No. reference on statement. If all P.O. No. references have been accounted for, set statement aside and repeat procedures, beginning with step 2, on next statement. If not all P.O. No. references have been accounted for, continue with next step.

4. Check follow-up correspondence and documentation on problems in the Problem File and Problem Book Shelf for any P.O. No. references which are unaccounted for. If P.O. No. reference on

statement is identified as a problem that is being worked on, note status beside P.O. No. reference on statement. If all P.O. No. references have been accounted for, set statement aside and repeat procedures, beginning with step 2, on next statement. If not all P.O. No. references have been accounted for, continue with next step.

5. Check other invoices or statements from same vendor for any discrepancies, especially differences in customer account numbers. Note these discrepancies on statement.

6. Repeat steps 2-6 until all statements have been worked on.

7. Review statements which have just been worked on and write "complete" on all statements except those which meet the following conditions:

   a) Voucher date recorded by P.O. No. reference but there is a difference of two months or more between voucher and statement date.

   b) "NYR" written by P.O. No. reference and (1) transaction date is two or more months old for vendors in North America or Europe or (2) transaction date is four or more months old for vendors from anywhere else.

   c) P.O. No. not indicated on statement.

   d) Long-standing follow-up problem noted on statement.

   e) Other discrepancies.

8. Sort and distribute statements as follows:

   a) P.O. No. reference for Clemson University Bookstore - send to Bookstore with a note that it was sent to us in error.

   b) Statements containing a P.O. No. reference for the Serials Acquisitions Unit with a P.O. No. reference which is unaccounted for - give to Library Specialist in the Serials Acquisitions Unit.

   c) Statements marked "complete" - file in Completed Statements File.

   d) All other statements - put in Ordering and Receiving Supervisor's basket.

9. Within a day or so, the Serials Acquisitions Unit will return statements with notes indicating whether P.O. No. references were theirs or not. Review and distribute these as in steps 8 and 9.

10. Ordering and Receiving Supervisor examines statements in his/her basket and takes the following actions in order to resolve problems:

    a) Voucher date recorded by P.O. No. reference but there is a difference of two or more months between the voucher and statement dates -- obtain check number from Director's office and send check number and an explanation to the vendor in a letter. If vendor replies that their records indicate that they have not received payment, obtain photocopy of check from Director's Office and send the photocopy and an explanation to the vendor in a letter. If Director's office cannot obtain copy of check, make up new voucher, and send voucher, statement, and covering memorandum explaining why statement is being used instead of invoice, to Director's office.

    b) "NYR" written by P.O. No. reference and (1) transaction date is two or more months old for vendors in North America or Europe, or (2) transaction date is four or more months old for vendors anywhere else -- write vendor telling them that book has not been received.

    c) P.O. No. not indicated on statement -- write vendor requesting P.O. No.

    d) Long-standing follow-up problem on statement -- take necessary action.

    e) Other discrepancies -- take necessary action.

11. When problem has been resolved write "complete" on statement and file it in Completed Statements File.

4.17 CLEARING IPF AND FILING IN PRF ARCHIVE

After Cataloging has received card sets from OCLC, it waits approximately two weeks to ensure that the cards have been filed in the Card Catalog and then returns the original PRF's to Monograph Acquisitions. These PRF's are used to clear Gold Slips out of the In Process File.

When batches of PRF's are received from Cataloging they are put in Ordering basket. The batches are alphabetized by title and used to pull Gold Slips from the IPF by Student Assistants. Ordering and Receiving Supervisor's attention should be brought to any PRF's for which Gold Slips were not found. Gold Slips which have been pulled from IPF are discarded. PRF's are then put in "To Be Filed" drawer of PRF Archive. Student Assistants arrange PRF's by P.O. No. and file them into PRF Archive.

4.18 PROBLEM FOLLOW-UP

By problem follow-up we are referring generally to following up of prepaid orders, books on the Books Without Invoices Shelf, and correspondence in the Problem File. The first two follow-ups on prepaid orders and books with invoices are handled by the first Receiving Assistant. Items from the Problem File are handled by the Ordering and Receiving Supervisor. This is because their resolution involves taking a special action such as phoning or writing the vendor and because the problems may be fairly complex.

Once a month the first Receiving Assistant reviews the correspondence in the Prepaid File. If sufficient time has elapsed since the order date for the material to be received (about two months for domestic orders and three months for foreign orders) he/she sends a follow-up card (see Appendix H), keeping a photocopy of the card in the Prepaid File. If the vendor does not respond to the first follow-up, a prepaid follow-up form letter is sent (see Appendix H), keeping a photocopy of the letter in the Prepaid File. If no reply has been received after two follow-ups or if the vendor replies that the material has already been sent or that the check has not been received, give the correspondence to the Ordering and Receiving Supervisor for resolution.

Once a month, the First Receiving Assistant reviews the books and correspondence on the Books without Invoice Shelf. Two types of problems may be encountered. First are books that were ordered for which no invoice has been received. If one month has elapsed since the date of receipt of these books, send a form letter requesting the invoice (see Appendix H). Keep one copy of form letter with books on the Books Without Invoice Shelf. Second are books which we had no record of having ordered. A copy of the form letter which we previously sent will be attached to the books. If sufficient time has elapsed since the last form letter was sent by us (one month for domestic and two months for foreign), send a copy of our first correspondence. If we have followed up twice and have still received no reply, show book and correspondence to Librarian-in-Charge.

Once a month the first Receiving Assistant reviews the books and correspondence on the Books Without Invoices Shelf. If sufficient time has elapsed since the last correspondence (one month for domestic and two months for foreign), send a copy of our first correspondence. If we have followed up twice and we still have received no reply, show book and correspondence to Unit Head.

Once a month the Supervisor reviews the correspondence in the Problem File. If sufficient time has elapsed for the material or a reply to have been received, he/she takes the appropriate action. Also, any time a reply is received by the second Receiving Assistant requesting more information or disagreeing with our claims, give this correspondence to the Supervisor for resolution. The Supervisor should keep in close touch with the Unit Head about these problems.

4.19 DEFECTIVE COPIES

Defective copies may be identified when being processed in Acquisitions/ Monographs, when being processed in Cataloging, or after the copy has been shelved in the stacks. Processing of defective copies detected in Monograph Acquisitions is covered in the problem solving part of Section 4.7, BOOKS AND INVOICES: STAGE II and in Section 4.14, BOOK RETURNS.

Processing of defective copies detected in Cataloging is the same as in Section 4.14, BOOK RETURNS, except for a few variations which follow. The PRF and a few slips from the MOF are sent down by Cataloging with the book. These slips are filed in the IPF with Gold Slip with note on top slip that defective copy is being returned. If book has already been cataloged, Cataloging will (1) file slip from MOF in Card Catalog with note that copy is defective and replacement copy is being ordered (this is because the OCLC data base will indicate that Clemson University owns a copy) and (2) send IBM card and card set down with defective book. We request a replacement copy but do not request a credit memo. When replacement copy is received it is stripped and sent to cataloger in charge of physical processing along with PRF, slips from MOF (leave Gold Slip in IPF), IBM card, and card set if we have it. If vendor replies that he cannot replace defective copy, show book and correspondence to Unit Head for decision whether we should keep defective copy or request credit memo or refund from vendor.

Defective copies returned from the stacks are a problem because it is usually impossible to prove from whom we purchased the copy; depending on the type of defect, it may be impossible to prove at what stage the damage occurred (at the publisher's, in transit, or in the library); and the title may have gone out of print in the meantime. These defective copies should be given to the Ordering and Receiving Supervisor who will determine if it really is a printing or binding defect and if the title is still in print. If the supervisor cannot determine that it is a printing or binding defect or determines that the book is out of print, he/she will give the book to the Unit Head with that information. If the supervisor determines that the copy has a printing or binding defect and that the title is still in print, he/she will charge the book to Monograph Acquisitions on extended loan at the Circulation desk, write the publisher describing the defect and requesting a replacement, type and file a dummy MOF in the IPF with the Accession Number in the upper left box and note on it that a defective copy is being returned, and put the book on the Problem Shelf and copy of letter in Problem File.

If a replacement copy is received it is stripped and sent to cataloging with the MOF (do not leave Gold Slip in IPF) and IBM card and a note that it is to replace a copy already cataloged. Give defective copy to Unit Head unless the publisher has requested that it be returned.

Chapter 5

FOLLOW-UP

5.1 REVIEW AND FOLLOW-UP

At least two times a year all orders in the IPF are reviewed. Old orders are either claimed (followed up) or cancelled. During these follow-up periods all final checking and processing of books and reports is curtailed. The recording of reports should be up to date before follow-up begins. Ordering and Receiving staff perform most of the procedures. However, Searching staff and Unit Head usually participate also. RUSH orders are followed up at least two additional times during the year.

1. Staff reviews IPF, turning up all MOF/PRF's that were:

   a) Ordered before (date)

   b) Ordered since (date), reported with a due date, and are now past due

   c) Rush orders

2. Unit Head reviews these MOF's/PRF's, leaving those to be followed up, and pulls all MOF's/PRF's in the following categories.

   a) Ordered from domestic dealer before (date) (to be cancelled and reordered direct)

   b) Ordered from other vendors (foreign dealers, publishers, distributors, etc.) in the following categories:

      i) Followed up three or more times (to be researched)

      ii) Reported repeatedly (to be cancelled and requester notified)

      iii) Ordered more than one year ago

      iv) Reprints

      v) Prepaid

      vi) Book returned, waiting for replacement

vii) Note saying to show book to someone when it is received

viii) Orders to OP dealers

ix) Rush orders more than 45 days old and unreported on

x) Other special problems

3. Unit Head puts MOF/PRF's that have been pulled, into batches for Staff to work on. The categories of batches are as follows:

a) Put back in IPF

b) Recheck appropriate trade bibliography

c) Recheck OCLC terminal

d) Cancel, reorder direct

e) Cancel, reorder from, (vendor)

f) Cancel, report to requester as "out-of-print"

g) Cancel, report to requester as "publication postponed indefinitely"

h) Cancel, report to requester as "publisher does not respond"

i) Cancel, do not report to requester

j) Check address and follow up

k) Show to Ordering and Receiving Supervisor

4. Staff types follow-up cards (see Appendix H) for those MOF/PRF's left turned up. If follow-up card is going to dealer, indicate name of publisher on card.

5. Write on tail of each MOF "follow-up" and the date, and turn MOF/PRF back down in IPF.

6. Using Address File, type envelopes for follow-up cards.

7. Compare follow-up cards to newly received books which have not been processed through the IPF, books on Problem Shelf, and newly received reports.

8. Mail follow-up cards for titles not located in previous step.

5.2 ORDERS CANCELLED AND REQUESTER NOTIFIED

1. Tear white, pink, and gold slips from MOF.

2. On White Slip, in upper, right-hand corner, indicate "CA", today's date, "OP" or "Pub. postponed ind.", and any messages appearing on the tail.

3. Print "CANCEL", in large, brightiy colored letters, and today's date, across face of Gold Slip.

4. Compare titles on Gold Slips against newly received books which have not yet been processed through the IPF, and against books on Problem Shelf.

5. Type vendors' addresses on envelopes, insert Gold Slips, and mail them.

6. Return Pink Slip to the requester, along with the blue notification slip marked: "OUT OF PRINT. SHALL WE SEARCH?" or under "other", "PUBLICATION POSTPONED INDEFINITELY", as appropriate (see Appendix H).

7. Using White Slips, pull and discard slips from Encumbrance File.

8. File White Slips in Cancellation File.

9. Discard remaining slips and tail from MOF.

10. File PRF in PRF Archive.

5.3 ORDERS CANCELLED AND REORDERED DIRECT

1. Receiving Assistant tears White and Gold Slips from MOF.
2. On White Slip, in upper, right-hand corner, indicate "CA", today's date, and "Reorder direct".
3. Print "CANCEL", in large, brightly colored letters, and today's date, across face of Gold Slip.
4. Repeat steps 1-3 until all orders to be cancelled have been processed.
5. Give the remaining slips, including the tails and the PRF's, to Searching Supervisor.
6. Receiving Assistant compares titles on Gold Slips against newly received books which have not yet been through the IPF and against books on Problem Shelf.
7. Type dealers' addresses on envelopes, insert Gold Slips, and mail them.
8. Using White Slips, pull and discard slips from Encumbrance File.
9. File White Slips in Cancellation File.
10. Using slips mentioned in step 5 as a guide, searcher makes new PRF with note, "reorder", in Note section and indicates "direct" or name of Record the original Request Received date.
11. If title was not verified LC cataloging, research OCLC and update the record.
12. LTA or student assistant types new orders, following procedures in Chapter 3, except that order date should be two weeks from date of cancellation and orders should be held and mailed out on that date.
13. LTA or student assistant files old PRF in PRF Archive.

Chapter 6

RUSH

Normal procedures should be followed for rush books, except for those procedures which are outlined in this chapter. Rush procedures are designed for processing books as quickly as possible when they are urgently needed by library patrons. It is generally the requester who determines whether the book should be rushed or not. On some occasions the Unit Head will confirm with the requester just how urgently it is needed. Because rush processing is so expensive in terms of manpower, only a very small percentage of the total orders should be rushed. Processing is done economically when it is done in batches. However, rushes are processed individually and thus the great expense. Never put off processing rush requests, orders, or books. The success of the entire process depends on each individual staff member. When passing a rush request, order, or book to the next person, always tell him/her it is a rush. If this is impossible, leave it in a prominent place with a note.

6.1 SEARCHING

All rush requests are to be processed within two working days. Rush requests are usually identified when they are screened by the Searching Supervisor or by the student assistant when they are newly received. The word "RUSH" should appear prominently in the upper, right-hand corner of the PRF. If a Note indicates that the title is needed for reserve, mark "RUSH-RESERVE" in upper right-hand corner of PRF. Notes indicating that the title is needed for a course for the current or next semester are to be marked RUSH. Attach a green flag to the upper-left corner of the PRF. The student assistant gives any rushes to the Supervisor before finishing his/her work each day. The Supervisor shows any unusually large quantities of rush requests to the Unit Head.

The prechecking process is omitted. The Supervisor normally verifies the request his/herself. The verification is done on the same day if possible. If verification is not possible using the standard sources, phone the publisher if he is in the U. S. or Canada. If the publisher cannot be phoned, show the request to the Unit Head. When verification is complete, perform the final check and pass the request to the Unit Head. If title is found to be a HAVE, send notification to requester promptly. Do not wait until end of month for notification. If book is found to be in Cataloging Unit, requester is different, and/or book is not already being rushed, Searching Supervisor notifies

Cataloging Unit. If title is found to be on order and is not already marked "RUSH" on MOF/PRF, notify Unit Head.

6.2 ORDERING

Rush books are ordered directly from the publisher for U. S. and Canadian imprints, except in unusual circumstances. If no student assistants are available, the Ordering and Receiving Supervisor processes the orders personally. A green flag is attached to the tail of the MOF and RUSH is typed and underlined in red in the second box from the right, at the top of the MOF (see Appendix G). If possible, the ordering process is completed on the same day as the request is passed to Ordering. See Section 3.6 for processing orders going to NTIS or GPO.

6.3 RECEIVING

Pulling MOF/PRF's for newly received books from the IPF should be kept up to date because a newly received book cannot be identified as a rush until the MOF is examined. When the first Receiving Assistant identifies a book as a rush, he/she puts a RUSH flag in it (and a RESERVE flag if necessary) and suspends work on that invoice until the rush book has been passed to the second Receiving Assistant. If a rush book is received without an invoice, do not hold the book. Process it like any other rush. On rare occasions, a rush book will be drop shipped (see Appendix G for definition). Show any of these to Unit Head.

Second Receiving Assistant verifies that proper book was received, that there are no defects, etc., and strips the book. The invoice is processed and certified at a later stage. If any problems arise that would normally require that the book be held, consult with the Supervisor. If the invoice has not been received, put the Encumbrance Slip in the Books Passed Without Invoices File. When processing is complete, give the book to the Ordering and Receiving Supervisor. If a truck of books is not being passed to Cataloging that day, hand-deliver the book to Cataloging.

Sometimes a requester will ask that he/she see the book upon arrival. This is possible, however, the book should not leave the unit without the Unit Head's permission.

6.4 RUSH DISSERTATIONS

Rush dissertations are circulated to the requesters before they are cataloged. "SEND TO CIRC." is indicated at the top of PRF and MOF (see Appendix G). When the dissertation is received, the second Receiving Assistant stamps the edges of the pages with a Clemson Library property stamp in addition to normal processing. The MOF/PRF and the book are passed to circulation.

Chapter 7

GIFTS

7.1 TREATMENT OF DONORS

Under normal circumstances, Monograph Acquisitions staff will not deal directly with donors or potential donors. In the event that a donor telephones or makes a personal visit to the department, he/she should be directed to the Unit Head. If the Unit Head is out at the time, explain to the donor that he/she is the one who normally handles gifts but that you may accept one on behalf of the Library. If there is any question concerning the conditions of the gift, such as whether we will keep and catalog it, or concerning its appraisal, explain that the Unit Head should answer those questions. Try to obtain the donor's name and address, in the event that he/she does not voluntaily offer them. A donor will occasionally refuse to give his name and decline an acknowledgement. Make an attempt to provide the donor with our handout, GIFTS TO THE ROBERT M. COOPER LIBRARY.

Public relations for the Library and the University is an important part of dealing with donors. Be pleasant to the donor and try to show interest in the donation.

7.2 REVIEW

The Unit Head reviews newly received gift material. The following conditions are important in determining the disposition of the material and the manner and sequence in which it is to be processed:

1. Conditions of the donation
2. Usefulness of the title(s) to the Library
3. Physical condition of the books
4. Number of titles
5. Monetary value
6. Relationship of donor to the University

Based on the above conditions he/she may take one or more of the following actions:

1. Have gift acknowledged

2. Shelve gift with "miscellaneous titles to be searched"

3. Route material to another unit in the Library

4. Discard gift immediately

5. Shelve gift with "rejects"

If the gift copy is to be kept regardless of whether the Library may already have a copy, he/she indicates "KEEP" on a PRF and inserts it in the book.

7.3 ACKNOWLEDGEMENT

Acknowledgement letters are composed by the Unit Head and typed by a staff member designated by the Head (see example at end of this chapter). Copies are always made for the Library Director.

When the acknowledgement and envelope are typed, they are given to the Unit Head. He/she will sign the letter and return it and the envelope. The letter is then photocopied and mailed. One copy is filed with other acknowledgements for the current fiscal year and one copy is put in the Library Director's basket.

Copies of acknowledgements, beginning with 1954, are kept in ring binders on Receiving shelves. Earlier records are kept in 3x5 files in the supply closet by the entrance to the Library on level 3. Current year's acknowledgements are kept alphabetically by donor's last name.

All written communications concerning the donation, including letters to and from donors and any internal memos, should be kept with the copy of the acknowledgement.

7.4 SEARCHING AND FILLING OUT PURCHASE REQUEST FORMS

Filling out PRF's, verification, and final checking are performed by Searchers (see end of this chapter for examples of PRF's). Use the information in the book, including the CIP on the verso of the title page, when filling out the PRF. Verification is done using the OCLC terminal. In most circumstances, this is the only source checked, whether a record is found there or not. Check the Card Catalog by main entry and the IPF by title. Also check other gift books being processed and all orders in preparation in the Monograph Acquisitions Unit. No other files need be checked.

If an exact duplicate is found in the Card Catalog or on a Gold Slip in the IPF, write "HAVE" and the call number or "in cat" below the

note area of the PRF. Next compare the copy being searched against the shelf copy to determine how many copies are already owned by the Library, if the Library copy is missing, or in poor condition, or if it is heavily used. Note these conditions on the PRF under the note section. If the book is not on the shelf, indicate "NOS" and then check the circulation report to see if it is checked out. Indicate your findings on the PRF. If the book is found on the shelf, indicate the number of copies, whether it is bound or not, whether or not it appears to be in better condition than the gift copy, and if it is damaged or unusually worn. Next, check the pocket and indicate the number of times the book was circulated. If it appears that the pocket was replaced at some point, indicate this. These procedures do not apply to serials. Show these books to the Unit Head.

If an exact duplicate is found in the Card Catalog and the book is a "KEEP", write "ADD" and the call number below the note section and in the OCLC and LC boxes on the PRF. If an exact duplicate is found on a Gold Slip in the IPF and the book is a "KEEP", write "ADD - copy in cat" below the note section of the PRF.

If the original edition is being checked, and a reprint edition is found in the Card Catalog; or, if the reverse is true, (i.e., a reprint edition is being checked, and the original edition is found in the Card Catalog), note situation on PRF, insert PRF in book, and give book to Unit Head. If another copy is found to be on order, make notation on PRF, insert PRF in book, and give book to Unit Head.

Record statistics on statistics sheet (see Chapter 10, MONTHLY REPORTS AND STATISTICS).

7.5 PREPARING MOF'S AND BOOKS TO BE PASSED

Searchers prepare MOF's for those titles that were not exact duplicates, reprints, or found to be on order (see example at end of this chapter). If two copies are being processed for different locations, a separate PRF and MOF must be prepared for each copy.

Gift plates are prepared for those books that have been acknowledged (see example in at end of this chapter). If there is any doubt in your mind concerning the way the donor's name should appear on the plates, consult the copy of the acknowledgement and/or with the Unit Head. The gift plates are normally pasted to the center of the inside front cover of cloth-bound books and to the center of the first page of paperback books. The Architecture Library Staff normally prepares plates for their own books.

Unlike purchases, gifts are property stamped in the Monograph Acquisitions Unit. The words "Clemson University Library" are stamped on the edges of the pages on the top, side, and bottom of the book. The property stamp is also put at the bottom of page 35 of each book, using the small stamp. If page 35 has an illustration on it, put the stamp on a page near it.

The gold slip is filed in the IPF. The encumbrance slip is left with the MOF and is not filed in the Encumbrance or Expenditure Files.

Strips are normally attached to gift books by the Searchers (see Section 4.8, STRIPPING BOOKS

When all other steps have been completed the book is shelved on the GIFTS TO BE PASSED shelf in Receiving. Receiving will pass the book as time permits and count it with their books passed statistics under OTHER.

In the case of a RUSH gift book, the person who searched and processed the book takes the book directly to cataloging and reports this fact to the Ordering and Receiving Supervisor.

7.6 REQUESTING FREE MATERIAL

Requests for free publications from organizations, government agencies, or publishers are processed like purchases. No special letter soliciting the material need be sent.

The last slip in the MOF should not be separated and filed in the Encumbrance File. It stays with the MOF and is eventually passed to cataloging with the other slips (less the gold one) and the book (see appendix for example of how the PRF and MOF are set up). A gray flag is attached to the tail of the MOF (see example of PRF/MOF at end of this chapter).

Requests for free publications from individuals are made in the form of a letter. The PRF and MOF are set up exactly as in the former case.

From time to time, Searchers may discover that publications are free when calling the publisher for price or availability verification. When this happens, they may skip the above procedures and request that the publication be sent to their attention. When the publication is received, show publication and PRF to Unit Head.

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ACKNOWLEDGEMENT

CLEMSON
UNIVERSITY

THE ROBERT MULDROW COOPER LIBRARY

October 25, 1982

Dr. Imogene D. Cahill
Clemson Downs
Clemson, South Carolina 29631

Dear Dr. Cahill:

Please accept my thanks for the books listed on the attached sheet which you so kindly donated to the Clemson University Library. The Library does not now own many of these titles. The other titles will be added to the collection as second or third copies. I know our nursing students will greatly appreciate these additional copies because the Library's copies are already heavily used.

I am enclosing a copy of our donor information sheet.

Sincerely,

Steve Johnson

Steve Johnson
Head,
Acquisitions/Monographs Unit

SDJ:nf
XC: J. Boykin
M. Oglesby
Encl.

- 153159

LIST TO ACCOMPANY ACKNOWLEDGEMENT

GIFT OF IMOGENE D. CAHILL

Author's Guide by Prentice-Hall, Inc. Englewood Cliffs, N.J.: Prentice-Hall, 1962.

Behavioral Assessment: New Directions in Clinical Psychology edited by John D. Cone and Robert P. Hawkins. New York: Brunner/Mazel, c1977.

The Children of the Dream by Bruno Bettelheim. New York: Macmillan, 1969.

The Death and Life of Great American Cities by Jane Jacobs. New York: Vintage Books, 1961.

Determinants of Infant Behavior by Tavistock Study Group on Mother-Infant Interaction (1959: London). London: Methuen & Co.; New York: Wiley, c1961.

Determinants of Infant Behavior II by Tavistock Study Group on Mother-Infant Interaction (2d: 1961: London). London: Methuen; New York: Wiley, 1963.

Joy of Cooking by Irma Rombauer and Marion Rombauer Becker. Indianapolis: Bobbs-Merrill, 1964.

Marco Polo, If You Can by William F. Buckley. Garden City, N.Y.: Doubleday, 1982.

Modern Perspectives in Psycho-Obstetrics edited by John G. Howells. New York: Brunner/Mazel, 1972.

Mother and Child, a Primer of First Relationships by Donald Woods Winnicott. New York: Basic Books, 1957.

North From Mexico; the Spanish-Speaking People of the United States by Carey McWilliams. New York: Greenwood Press, 1968, c1948.

Nursing Care of Children by Eugenia H. Waechter. Philadelphia: Lippincott, 1976.

Patterns of Mothering; Maternal Influence During Infancy by Sylvia Brody. New York: International Universities Press, 1956.

Raising Children in a Difficult Time; a Philosophy of Parental Leadership and High Ideals by Benjamin Spock. New York: Norton, 1974.

The Story of Language by Mario Andrew Pei. Philadelphia: Lippincott, 1965.

The Trouble With the Irish (Or the English, Depending on Your Point of View) by Leonard Patrick O'Connor Wibberly. New York: Holt, 1956.

GIFT PLATE

PRESENTED TO
THE ROBERT MULDROW COOPER LIBRARY
BY

Imogene D. Cahill

North from Mexico

THE SPANISH-SPEAKING PEOPLE OF THE UNITED STATES

by

CAREY McWILLIAMS

With an Introduction to the
Greenwood Reprint Edition
by the Author

GREENWOOD PRESS, PUBLISHERS
NEW YORK 1968

CLEMSON UNIVERSITY LIBRARY

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VERSO OF TITLE PAGE

Copyright, 1948, by Carey McWilliams

Reprinted with the permission of Carey McWilliams.

First Greenwood reprinting, 1968

LIBRARY OF CONGRESS catalogue card number: 68-28595

Printed in the United States of America

PRF/MOF - GIFT

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid( ) Lo( )

Author: McWilliams, Carey.
(Last name 1st)

TITLE: North from Mexico; the Spanish-speaking people of the United States.

Place: New York:

Publisher: Greenwood Press, Year: 1968, c1948.

Address:

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information:

Notes (if any): reprint of 1948 ed.
Gift of Imogene D. Cahill

LC# 68-28595
OCLC # ✓
Edition
ISBN
List Price
Vol.
# of copies 1
Cahill
GIFT
Dept.
Recommended by

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received
Order Number
Date ordered

PROCESSING DATES

PROCESS	DATE
Material received by Acquisitions Dept.	10/11/82
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Symbol Date

Acquisitions Searcher nf nf nf Date NOV 12 '82

Catalog: Author (O) Title ( )
Serials ( )

BIP
BIP Suppl
FTLA
BIP
Whitakers
Pub Cat
BCD
Guide to Lapr
Other

ULS ( ) NST ( ) Virich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

Recorded: Author ( ) Title ( ) Edition ( )

68-28595

P.O. NO.
ORDERED
VENDOR
Cahill
FUND
GIFT
REQUESTER

McWilliams, Carey.
North from Mexico; the Spanish-speaking people of the United States.

New York : Greenwood Press, 1968, c1948.

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RECEIVED
10-11-82

CATALOGING

PRF/MOF - FREE COPY

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL. Priority Hi( ) Mid(X) Lo( )

Author: Hermann, A.H.
(Last name 1st)

LC#

TITLE: Conflicts of national laws with international business activity: issues of extraterritoriality.

OCLC # 8885201

Edition

ISBN

Place: Washington:

List Price Free

Publisher: British-North American Committee, Year: 1982.

Vol.

# of copies 1

Address:

Vendor Direct

Fund GIFT

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Dept. Lib.

Source of Inform: pamphlet

Recommended by Harris

Notes (if any):

-o-

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received NOV 2 1982

Order Number 101253

Date ordered NOV 15 '82

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Typeset Searcher Date

Acquisitions Searcher Mf Mf Mf Date NOV 12 '82

Catalog: Author ( ) Title ( )
Serials ( )

BIP ( ) FB 9/82-0
BIP Suppl ( )
PTLA NO
AIP
Whitakers
Pub Cat NO
BOD
Guide to Repr
Other phone quote 11/5/82 mcf

ULS ( ) NST ( ) Ulrich's ( )

BUCs:

Type of Entry: MARC ( ) LC ( ) BUC ( )

RECHECKED: Author ( ) Title ( ) Edition

PURCHASE ORDER

P.O. NO. L101253
ORDERED 11-15-82
VENDOR Direct
FUND GIFT
REQUESTER Library Harris

Hermann, A.H.
Conflicts of national laws with international business activity : issues of extraterritoriality.

Washington : British-North American Committee, 1982.

RECEIVED

Free 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

Chapter 8

CLEMSON THESES AND DISSERTATIONS

The Cooper Library receives two copies of each thesis or dissertation written at Clemson University. The copies of the theses and dissertations are sent to the Library by the Office of Graduate Studies. Sometimes the copies are sent in pairs and sometimes they are sent individually. Monograph Acquisitions is responsible for insuring that both copies are received. Until 1982, masters papers were kept and cataloged also. This practice has been discontinued, except for masters papers in the College of Architecture.

One copy of each thesis or dissertation is kept in the stacks by call number. The other copy is kept in the caged area on Level 1. In 1982, Cataloging began fully cataloging theses and dissertations, keeping one card set in the main Card Catalog and another set in the thesis catalog which is located at the end of the main Card Catalog. To avoid confusion, remember that Cataloging does not distinguish between theses and dissertations and refers to them both as theses. That is why "thesis" appears on the MOF's typed by Acquisitions/ Monographs staff.

STANDARD OPERATING PROCEDURES

1. Arrange theses/dissertations alphabetically by author.
2. Verify that two copies of each title have been received, by checking newly received titles against each other and against titles on the Thesis Shelf. Shelve any one-copy theses on the Thesis Shelf alphabetically by author. These receive no further processing until a second copy is received.
3. Type MOF for first title, following example in Appendix G.
4. Detach Gold Slip and Encumbrance Slip from MOF.
5. Staple Encumbrance Slip to blank PRF.
6. Fold PRF and insert it in MOF.
7. Put MOF/PRF in one of the two copies and rubber band two copies together.

8. Repeat steps 3-7 for each title.

9. Alphabetize Gold Slips by title and file into IPF.

10. Property stamp books (see Section 7.5, PREPARING MOF'S AND BOOKS TO BE PASSED).

11. Attach Tattletape strips into each copy (see Section 4.8, STRIPPING BOOKS).

12. Give theses/dissertations to Ordering and Receiving Supervisor.

13. Ordering and Receiving Supervisor counts number of titles (not number of copies) on Book Count Sheet (see Appendix H.) under "OTHER" and indicates in parentheses that they represent Clemson theses/dissertations.

14. Ordering and Receiving Supervisor gives theses/dissertations to Receiving Assistant, who passes them to Cataloging.

A STUDY OF A NINETEENTH CENTURY LAWYER IN GREENVILLE, SOUTH CAROLINA: BENJAMIN F. PERRY (1805-1886)

A Thesis

Presented to

the Graduate School of

Clemson University

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

History

---

by

Candy Christy Buchanan

December 1981

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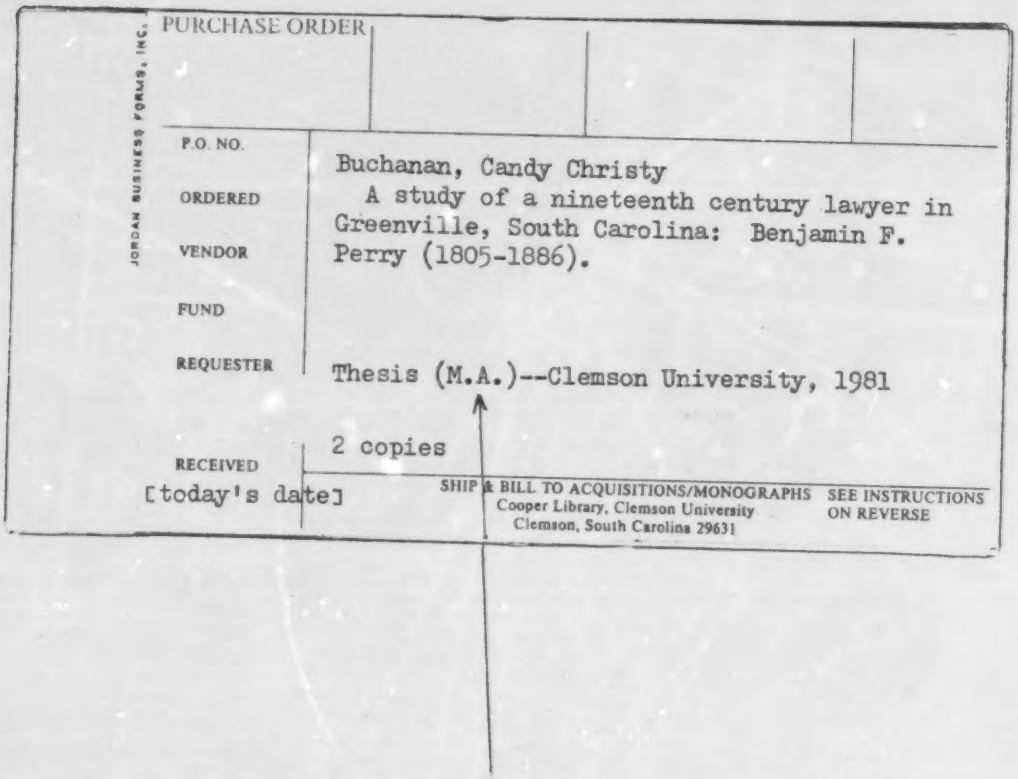

PURCHASE ORDER

JORDAN BUSINESS FORMS, INC.

P.O. NO.

ORDERED — Buchanan, Candy Christy
A study of a nineteenth century lawyer in Greenville, South Carolina: Benjamin F. Perry (1805-1886).

VENDOR

FUND

REQUESTER — Thesis (M.A.)--Clemson University, 1981

2 copies

RECEIVED [today's date]

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

See next page for proper abbreviation of degree.

COURSES OF STUDY IN EACH COLLEGE

Agricultural Sciences	DEGREES OFFERED
(956 on-campus students enrolled 1980 fall semester)	
Agricultural Economics and Rural Sociology	B.S., M.Ag., M.S.
Agricultural Education	B.S., M.Ag.Ed.
Agricultural Engineering	B.S., M.Engr., M.S., Ph.D.
Agricultural Mechanization	M.Ag.
Agricultural Mechanization and Business	B.S.
Agronomy	M.Ag., M.S., Ph.D.
Animal and Food Industries	M.S.
Animal Industries	B.S.
Animal Physiology	Ph.D.
Animal Science	M.Ag.
Applied Economics	Ph.D.
Dairy Science	M.Ag.
Economic Biology	B.S.
Entomology	M.Ag., M.S., Ph.D.
Food Science	B.S.
Horticulture	M.Ag., M.S.
Nutrition	M.NS., M.S., Ph.D.
Plant Pathology	M.Ag., M.S., Ph.D.
Plant Physiology	Ph.D.
Plant Sciences	B.S.
Poultry Science	M.Ag.
Wildlife Biology	M.S.

Architecture	
(498 on-campus students enrolled 1980 fall semester)	
Architecture	B.Arch., M.Arch.
Building Science and Management	B.S.
City and Regional Planning	M.CRP.
Design	B.A., B.S.
Visual Studies	M.F.A.

Education	
(1,269 on-campus students enrolled 1980 fall semester)	
Administration and Supervision	M.Ed., Ed.S.
Agricultural Education	B.S., M.Ag.Ed.
Early Childhood Education	B.A.
Elementary Education	B.A., M.Ed.
Industrial Education	B.S., M.In.Ed.
Personnel Services	M.Ed.
Reading	M.Ed.
Science Teaching	B.S.
Secondary Education	B.A., M.Ed.
Vocational and Technical Education	Ed.D.

Engineering	
(2,671 on-campus students enrolled 1980 fall semester)	
Agricultural Engineering	B.S., M.Engr., M.S., Ph.D.
Bioengineering	M.S., Ph.D.
Ceramic Engineering	B.S., M.Engr., M.S.
Chemical Engineering	B.S., M.Engr., M.S., Ph.D.
Civil Engineering	B.S., M.Engr., M.S., Ph.D.
Computer Engineering	B.S., M.S.
Electrical Engineering	B.S., M.Engr., M.S., Ph.D.
Engineering Analysis	B.S.
Engineering Management	Ph.D.
Engineering Mechanics	M.S., Ph.D.
Engineering Technology	B.S.
Environmental Systems Engineering	M.Engr., M.S., Ph.D.
Materials Engineering	M.S.
Mechanical Engineering	B.S., M.S., M.Engr., Ph.D.
Systems Engineering	M.S., Ph.D.

Forest and Recreation Resources	
(489 on-campus students enrolled 1980 fall semester)	
Forest Management	B.S.
Forestry	M.For., M.S.
Recreation and Park Administration	B.S., M.R.P.A.
Wood Utilization	B.S.

Industrial Management and Textile Science	
(2,514 on-campus students enrolled 1980 fall semester)	
Accounting	B.S.
Administrative Management	B.S.
Applied Economics	Ph.D.
Business Administration (with Furman University)	MBA
Economics	B.S., B.A., M.A.
Engineering Management	Ph.D.
Financial Management	B.S.
Industrial Management	B.S.
Management	M.S.
Management Science	Ph.D.
Textile Science	Ph.D.
Textile and Polymer Science	Ph.D.
Textile Chemistry	B.S., M.S.
Textile Science	B.S., M.S.
Textile Technology	BTT

Liberal Arts	
(815 on-campus students enrolled 1980 fall semester)	
English	B.A., M.A.
History	B.A., M.A.
Modern Languages	B.A.
Political Science	B.A.
Psychology	B.A.
Sociology	B.A.

Nursing	
(339 on-campus students enrolled 1980 fall semester)	
Nursing	A.A., B.S.
Family Health Nursing with Clinical Specialization	M.S.

Sciences	
(1,243 on-campus students enrolled 1980 fall semester)	
Biochemistry	B.S., M.S., Ph.D.
Botany	B.S., M.S.
Chemistry	B.A., B.S., M.S., Ph.D.
Computer Science	B.S., M.S.
Geology	B.A., B.S.
Management Science	Ph.D.
Mathematical Sciences	B.A., B.S., M.S., Ph.D.
Medical Technology	B.S.
Microbiology	B.S., M.S.
Physics	B.A., B.S., M.S., Ph.D.
Pre-Pharmacy	Nondegree
Pre-Physical Therapy	Nondegree
Pre-Professional Health Studies (Medicine, Dentistry)	Nondegree
Zoology	B.S., M.S., Ph.D.

Graduate School

The University offers the master's degree in 51 areas, the doctoral degree in 24 areas and the educational specialist degree in one area.

Chapter 9

OUT-OF-PRINT BOOKS

When a request for a title has been verified as being out-of-print or when a title which has been ordered is reported by the publisher as being out-of-print or out-of-stock indefinitely, the PRF or a slip from the MOF is returned to the requester with a note that the title is out-of-print and asking him/her if he/she wants it searched (see Section 2.16, REQUESTER NOTIFICATION: HAVES AND OP). If the requester responds that he/she wants a search done, the notes and slips are routed to the Ordering and Receiving Supervisor. The Supervisor keeps these slips in the OP File until the Unit Head is ready to take action on them.

Normally we advertise OP titles in the Library Bookseller (also known as TAAB - see copies of covers and our advertisement on pages which follow) once or twice a year. When the Unit Head decides it is time to run another advertisement, he reviews the slips in the OP File to decide which titles should be advertised. He/she gives slips to Searching subunit which rechecks BIP, Books on Demand, and Guide to Reprints and performs final check. All slips are given to Unit Head with notes indicating whether the titles were listed in BIP, BOD, or Guide to Reprints and if they were found, or not found, in final check. He/she then gives slips for titles that were not listed in BIP, BOD, or Guide to Reprints or that were not found in final check to Ordering and Receiving Supervisor, who is responsible for composing and sending list to the Library Bookseller.

OP dealers respond by sending correspondence to Monograph Acquisitions quoting title, price, and physical condition of each title being offered for sale. Three weeks after the first quote was received, the Ordering and Receiving Supervisor makes a report listing the titles advertised and after each title lists the quotes, including quoter's name, condition, and price. The Unit Head reviews this list and indicates which quotes to accept. PRF's are filled out for those titles lacking them. MOF's are typed and appropriate slips are filed in IPF and Encumbrance File. Ordering and Receiving Supervisor sends acceptance form letters (see copy on following pages) to appropriate quoters. When books are received, they are treated as normal orders.

Occasionally quote requests will be sent to individual OP dealers. When this is done, MOF's are typed with "QUOTE" indicated in second box from right at top and all slips are filed in IPF (including Encumbrance Slip).

THE PUBLIC WANTS:

THIS COLUMN IS OPEN TO THE PUBLIC SECTOR. THERE IS NO CHARGE FOR INCLUSION AS SPACE PERMITS. QUOTATIONS WILL COME DIRECTLY FROM THE BOOKSELLER FOR YOUR CONSIDERATION.

JOSE M. SANCHEZ, Professor History
St.Louis University, Dept.of History,
St.Louis,MO. 63103
PENGUIN Book of Spanish Civil War Verse.ed. by Valentine Cunningham. (1979?)
LUKACS,John-The last European war.Dday,1976
GIRONELLA,Jose Maria-The cypresses believe in God. Knopf,1956? 4 COPIES

STEPHEN B. RINGWOOD, Esquire
Kaiser Aluminum & Chemical Corp.,
300 Lakeside Drive,Oakland,CA. 94643
MACDONALD,John D-Weep for me. Fawcett,1951
-----. Planet of the dreamers.Pocket Bks'53; World Dist.1955;Corgi Bks,1962
-----. Hurricane. Pan/Robt.Hale,Ltd.1957
-----. Cape Fear. Crest Bks,1959
All above,paperbacks.

JANET A. NOVOTNY,
3526 Edmunds St.,NW, Washington,DC 20007
KAYSEN,Carl,ed-Content & context:essays on college education.Report prep.for the Carnegie Comm.on Higher Ed.McGraw,1973
MORRISON,Jack-Rise of the arts on the American campus. McGraw,1973

L.TRENKENSCHUH,
P.O.Box 3211, Pueblo,COLO. 81005
GREAT Events of the Great War.1920
HISCOX,Gardner D-Horseless vehicles,automobiles & motor cycles operated by steam, hudyro-carbon,etc. Henley & Co,1902
AUDELS Machinists & tool makers handybook.'41-2
FRANKLIN ELECTRIC CAR-orig.book on or any early electric car,operation,etc.

* *

TAAB: THE LIBRARY BOOKSELLER
BOX 239 W.O.B., WEST ORANGE,N.J. 07052

PLEASE ENTER OUR SUBSCRIPTION FOR THE NEXT 26 ISSUES:

NAME_____

ADDRESS_____

CITY_____ STATE_____ ZIP____

RATE: $50.00. Dealers please include check. Libraries will be invoiced.

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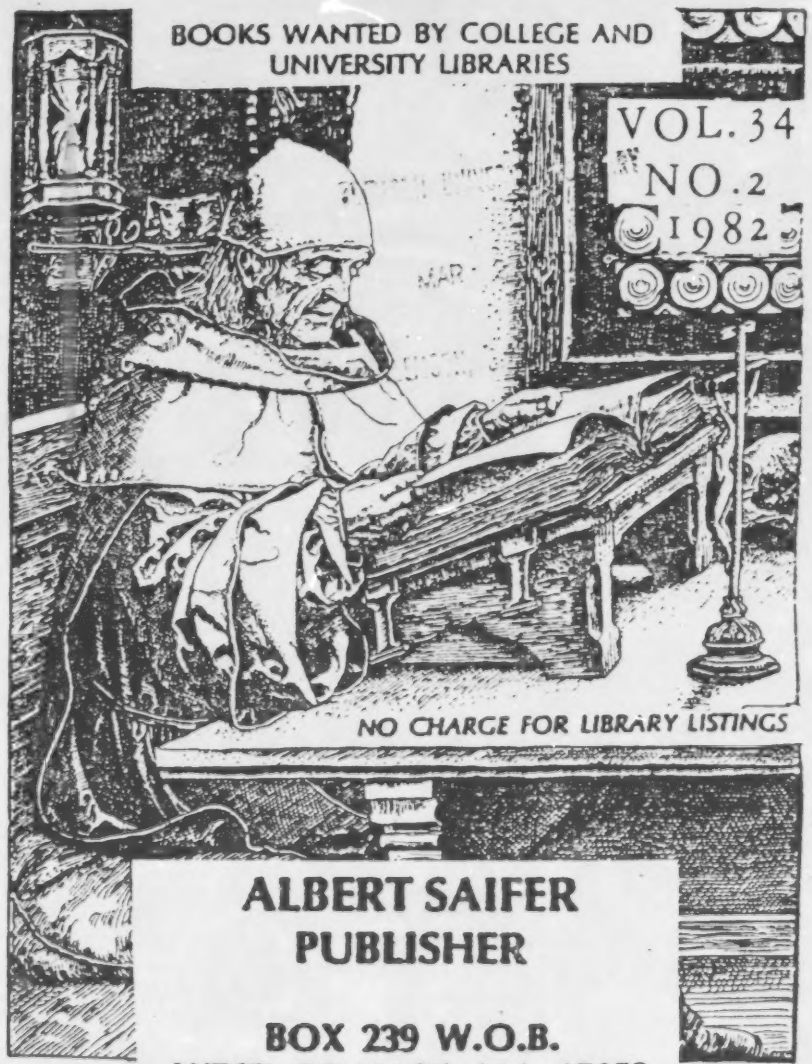
THE LIBRARY BOOKSELLER

BOOKS WANTED BY COLLEGE AND UNIVERSITY LIBRARIES



VOL. 34
NO. 2
1982

NO CHARGE FOR LIBRARY LISTINGS

ALBERT SAIFER
PUBLISHER

BOX 239 W.O.B.
WEST ORANGE, N.J. 07052

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CLEMSON UNIVERSITY/COOPER LIBRARY
Acquisitions/monographs: J.Clinkscales,Clemson,SC 29631

ALLEN, Tom-Theoretical & practical approach to risk management. Amer Soc.Insur. Management.1971
BECKMAN, Peter-Scattering of electromagnetic waves fr rough surfaces.Pergamon, Macm. 1963
BERRY, Thos-Biographer's craft. Odyssey. 1967
BERTRAND, Alvin-70 years of rural sociology in US.Essay Pr. 1972
BRADSTREET, Anne-Works. Belknap/Harvard. 1967
BROWN, Chas-Contribution of Greek to English.Vanderbilt.1942
CHAPMAN, Sara-Movement education in the US.Movement Ed.1974
DANBY, John-Simple Wordsworth, studies in poems 1797-1807. Routledge, 1960
CLEMENS, W & WILBY, G-Fishes of the Pacific coast of Canada Bull. 68. 1949
DOOLIN, Paul-The fronde. Harvard U Pr. 1935
DOYLE, Esther-Studies in interpretation. Rodopi, 1977
DUNCKER,G,EHRENBAUM,E,et al-Die fische der word und Ostsee Akad.Verlagsgesellschaft,1929
EASTER SCHOOL in Agricultural Science,22nd,University of Nottingham,Eng.1975-Light & plant development:proceedings. Butterworths,1976
EUNSON,Keith-Wreck of the "General Grant". Reed,1974
-----. Expo 67. T.Nelson,c1968
FENNELL,Chas.Augustus M-Stanford dictionary of anglicised words & phrases.Cambridge UP,1965
FISHBEIN,Martin-Major change in attitude.Addison-Wesley Pub
FISHMAN,Joshua A-Sociolinguistics:brief introduction. Newbury House,1970
FUCILLA,Jos.Guerin-Our Italian surnames.Chandler's,1949
FULLER,Peter-The champions,a psychoanalytic study of the heroes of sport.Urizen Bks,1977
GALATOPOLOUS,Stelios-Biographical encyclopedia of opera. Mills & Boon,1979
GINZBURG,Ralph-An unhurried view of erotica.Helmsman Pr,1958
GORDON,Donald R-Language,logic & the mass media.Holt,c1966
GREEN,Harold P-Government of the atom; integration of powers Atherton Pr,1963
GREEN,Peter-Alexander of Macedon:356-323 BC; historical biography. Penguin,1974
HILL,Wm.Fawcett-Small group behavior.Sage Pubs
HIYAMA,Yoshio-Marine fishes of the Pacific coast of Mexico Hissan Fisheries Inst.,1937
HUBBLE,Edwin Powell-Observational approach to cosmology. Clarendon Pr,1937
HUBBS,Carl L-Fishes of the Yucatan peninsula.Carnegie Inst. Wash.,1936
JAMESON,Kenneth-Pre-school play. Van Nostrand,1974
JOHNSON,Claudia Alta-A white house diary.Holt,1970
JOHNSON,Lyndon Baynes-Vantage point:perspectives of the presidency,1963-69. Holt,1971
JORDAN,D.S-Guide to the study of fishes.Holt,1905
JORDAN,D.S.,HAYS,A.N-David Starr Jordan:bibliography of his writings,1871-1931. Stanford,1952
LEGOFF,Jacques-Intellectuals of the middle ages.Harper,1974
McCULLOCH,Allan R-Checklist of the fishes recorded from Australia. Australian Musejm,1929-30
MEEK,Seth E-Freshwater fishes of Mexico,north of the isthmus of Tehuantepec. Field Colum.Museum,1904
MORRIS,Desmond-Intimate behavior.Random House,c1971
NICHOLS,J.T-Fresh water fishes of China. Nat.Hist.of Cen.Asia 1943
NICOLSON,Marjorie Hope-Science & imagination.Cornell UP,1956
NORMAN,J.R-Draft synopsis of the orders,families & genera of recent fishes.... London,1966. 1-649
-----. Nucleic acid-protein interactions.Nucleic acid synthesis in viral infection.North-Holland Pub.,1971
PANNESE,Ennio-Histogenesis of the spinal ganglia.Springer Verlag,1974
PRATT,H.S-Manual of land & freshwater vertebrate animals of the US (exclusive of birds).Blakiston's,1935
REESE,Geo.Henkle-Cornwallis papers; abstracts of Americana. Univ.Pr of Va,1970
SCHNAKENBECK,W-Pisces. Handbk der Zool.,Band 6,halfte 1,teil I, 551-1115. 1962. (in German)

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CLEMSON
UNIVERSITY

THE ROBERT MULDROW COOPER LIBRARY

Date _____

Dear Sirs/Madame:

Thank you for your quotation(s) in answer to our want-list in TAAB vol. 34 #2.

We accept your quote(s) for title(s) listed below:

Order # _____
Author _____
Title _____
_____
Price _____

Order # _____
Author _____
Title _____
_____
Price _____

We appreciate your prompt reply to our request and hope you will be of service in the future.

Thank You,

Juanita Clinkscales

Juanita Clinkscales

Chapter 10

MONTHLY REPORTS AND STATISTICS

Every month statistics are compiled in order to keep track of the amount of processing being done and of the amounts of book funds being expended. On the first working day of each month, the two supervisors turn in statistical sheets for the previous month to the Unit Head. In addition, every other month statistics are compiled for book fund encumbrances. The Unit Head submits a summary of these statitics to the Library Director. These statistics are also used to compile the statistical portion of the annual report.

Student assistants keep statistics on received and returned requests. Student assistants and Searchers count and record statistics after processing each batch of prechecking and final checking (see statistical sheets 1 and 2 which follow). At the end of each month, these are totalled and submitted to the Supervisor. The Supervisor checks the totals, adds the figures from each sheet together, and submits a combined total sheet to the Unit Head (see statistical sheet 3 which follows). Note that the category "other" is a catch-all category to include any special searching, such as reorder verification that would not normally be counted as final checking.

The Unit Head calculates the number of orders typed in the previous month by checking the Bates numbering machine.

The Ordering and Receiving Supervisor totals the Book Count Sheet and submits a copy to the Unit Head (see statistical sheet 4 which follows). He/she also calculates the monthly expenditures using totals from the Fund Account Cards in the Expenditure File (see Section 4.11, EXPENDITURE ACCOUNTING) and from the Postage Book (see statistical sheet 5 which follows). He/she enters the totals on the Book Fund Expenditures sheet (see statistical sheet 6 which follows) and submits this sheet to the Unit Head.

The Unit Head then fills out a Monthly Statistics sheet (see statistical sheet 7 which follows) and submits it along with statistical sheet 6, to the Library Director.

May [SHEET 1]

PRECHECKING

TE	REQUESTS RECEIVED	BIT	FOUND INTERNAL	FOUND EXTERNAL	NOT FOUND INTERNAL	NOT FOUND EXTERNAL	Retuen
3	51						
4	31						2
6	1		8	71			8
7			132	89	388	256	81
10	5						111
11	33						65
12							3
17	137	200	1	7			
18	3		3	=	116	46	
24		302					
25	23	192	2	2	13	16	
27	2						
31	195		1	2			1
TALS	486	294	137	174	517	298	338

May

[SHEET 2]

SEARCHING

DATE	FOUND Internal	FOUND External	FOUND B&T	NOT FOUND Internal	NOT FOUND External	NOT FOUND B&T	Gift Titles	Other
3					1			
4		2			1			1
6				1				
10				1				2
11				24				1
13								1
18				1				
9								1
TOTALS		2		27	2			6

NAME: Cathy

SEARCHING UNIT

MONTHLY STATISTICS

May 1982

Requests received (incl. internal, external, B&T)	1439

Prechecking:

Found

Internal	137
External	174

Not found

Internal	517
External	298

Searching

Found

Internal	25
External	102
B&T	14

Not found

Internal	27
External	55
B&T	0

Gifts processed

Titles	9
Other	7
Requests returned	338

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May 1982

BOOK COUNT

[SHEET 4]

	CATALOGING TITLES	GOV. DOC.	USDA	OTHER
5/3	1			
5/4	12			
5/5	3			1 (Clemson Theses)
5/11	33			
5/12	2			
5/14	4			
5/17	11			1 (gift)
5/18	3			
5/24	2			8 (gifts)
5/25	4	3		
5/26	14			
5/27	1			
5/28				78 (Clemson Theses)
Totals	98	3	130	79 Clemson Theses
				9 gifts

[SHEET 5]

PURCHASE ~~ORDER NUMBER~~			~~INVOICE DATE~~ March	AMOUNT OF	POSTAGE
.72		2.34	1.89	3.16	1.35
8.62		2.21	1.50	.76	3.50
6.91		1.85	2.47	.46	.74
1.54		.35	.76	4.00	.74
1.50		1.50	5.99	.569	.96
2.40		2.21	1.50	8.99	3.57
.69		2.34	4.01	.76	.43
.49		2.42	3.68	1.80	8.51
.31		3.25	1.75	1.39	.70
.31		.70	1.43	.76	8.48
1.19		.84	.75	.54	3.00
.45		1.70	.35	2.69	2.75
4.15		1.98	2.47	2.49	2.57
3.22		3.00	1.09	.30	1.71
.65		5.99	7.22	4.24	1.50
1.10		45	6.01	.93	1.55
.47		.74	2.00	1.35	2.00
.86		.39	.86	1.50	2.50
2.59		1.05	3.62	7.22	5.07
38.67		35.31	41.35	48.94	51.63

ACQUISITIONS/MONOGRAPHS

MONTHLY STATISTICS, May 1982

BOOK FUND EXPENDITURES
Fiscal Year To Date -

BOOKS: $ 170,853.54
POSTAGE: $ 2,547.35
TOTAL: $ 173,400.89

FUND		FUND		FUND	
AGR.	12,513.00	FORESTRY	2,253.24	MUSIC	1,361.36
ANTH.	12,292.74	GEN. S&T	1,149.98	NURSING	6,689.49
BIOCHEM.	2,107.26	GEN. SS&H	1,912.52	PHYSICS	7,948.58
BOTANY	1,571.00	GEOL.	1,105.80	POL. SCI.	2,794.50
CHEM.	3,899.40	HIST.	11,945.99	PSYCH.	5,465.31
C&I	12,932.26	LANGUAGES	3,282.38	RPA	1,194.21
COMP. SCI.	1,221.96	LIFE	10,181.18	REFERENCE	5,060.82
ECON.	8,417.87	MATH	4,548.82	REPL.	1,465.96
ENGR.	24,242.72	MICRO.	1,529.54	SOCIOLOGY	3,041.21
ENGLISH	9,939.30	MISC.	1,169.40	TEXTILES	407.71
				ZOOLOGY	7,208.03

HOLDINGS OF THE LIBRARY 40.44

ACQUISITIONS/MONOGRAPHS

MONTHLY STATISTICS

May 1982

PROCESSING	This Month	Year-To-Date
Requests processed in	1,439	16,921
Prechecks	1,126	11,885
Searches	223	6,590
Orders Sent	36	5,426
Requests Returned to Source	338	3,030
Titles Received & Processed Out	98	7,351
Gifts (Titles) Processed	9	412

FUNDS		
Encumbered	$93	$136,776
Spent	$2,822	$173,401

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Chapter 11

APPROVAL PLAN

To be completed at a future date.

Chapter 12

CHOICE

OUTLINE

Special procedures are used for the selection, searching, and ordering of titles represented on Choice cards. Many steps are eliminated in the searching routines, including: the transferral of information from the cards to PRF's, indicating the received date on the cards, prechecking, and availability and price verification. Bibliographic information is not verified unless warranted by the type of information on the cards. The place of publication is usually not indicated on the cards. The place is not supplied by the Searchers unless the title is verified in the OCLC database. The full names of university presses are normally not provided on the cards. However, they should be typed on the MOF's in full, using the list which appears at the end of this chapter.

1. SELECTION

   a) Cards received by Receiving.

   b) Receiving distributes cards.

   c) Faculty reviews cards and indicates priority and their initials.

   d) Faculty returns cards to Monograph Acquisitions Unit.

   e) Unit Head assigns funds to cards, if necessary.

   f) Searching counts number of titles for statistics and files cards in Review File.

   g) Library Liaison reviews cards and puts some of them in the To Be Searched File.

2. SEARCHING

   a) Discard any cards which say "videocassette" on them.

   b) Staple cards to blank PRF's, discarding second cards of titles appearing on two Choice cards (if priority, requesters' initials, and fund have been indicated on second card, transfer information to first card).

c) Verify bibliographic information on OCLC database only if:

i) Title is a translation,

ii) LC card number is not indicated,

iii) Name of corporate body appears in name of series,

iv) Title is part of set in which individual volumes have distinct titles,

v) Title is a proceedings,

vi) Title appears to be a series.

d) Editing information on cards (see examples in Appendix G):

i) Line out anything at top of cards which will not be typed on MOF, including number of pages, "index", "bibl.", "CIP", etc., address, and the author's name, if it is repeated after the title.

ii) Add or change any information as necessary, such as colons between titles and subtitles, slashes after titles, and dollar signs before list prices.

e) If series is indicated, check in blue book and in check-in files.

f) Alphabetize cards by main entry.

g) Check Card Catalog, making appropriate searching, have, and AE notes.

h) Realphabetize cards by title.

i) Check IPF, making appropriate searching, on order, and in cat notes.

j) Check with Unit Head, Searching Supervisor, and Ordering and Receiving Supervisor for titles which are in the ordering process.

k) Record statistics.

l) Give cards to Searching Supervisor in alphabetical order by title.

m) Searching Supervisor revises cards.

n) Searching Supervisor gives cards to Unit Head.

3. ORDERING

a) Unit Head reviews cards and assigns vendors.

b) Normal ordering procedures are followed (see example of Choice card and MOF in Appendix G).

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CHOICE CARDS - UNIVERSITY PRESSES

HOW NAMES APPEAR ON CHOICE CARDS	HOW NAMES ARE TO BE TYPED ON MOF'S
Alabama	Univ. of Alabama Pr.
Arizona	Univ. of Arizona Pr.
Bowling Green	Bowling Green Univ. Pr.
Brigham Young	Brigham Young Univ. Pr.
Brown	Brown Univ. Pr.
Bucknell	Bucknell Univ. Pr.
California	Univ. of California Pr.
Cambridge	Cambridge Univ. Pr.
Chicago	Univ. of Chicago Pr.
Columbia	Columbia Univ. Pr.
Cornell	Cornell Univ. Pr.
Duke	Duke Univ. Pr.
Fairleigh Dickinson	Fairleigh Dickinson Univ. Pr.
Fordham	Fordham Univ. Pr.
Georgia	Univ. of Georgia Pr.
Harvard	Harvard Univ. Pr.
Hawaii	Univ. of Hawaii Pr.
Howard	Howard Univ. Pr.
Illinois	Univ. of Illinois Pr.
Indiana	Indiana Univ. Pr.
Iowa	Univ. of Iowa Pr.
Iowa State	Iowa State Univ. Pr.
Johns Hopkins	Johns Hopkins Univ. Pr.
Kent State	Kent State Univ. Pr.

HOW NAMES APPEAR ON CHOICE CARDS	HOW NAMES ARE TO BE TYPED ON MOF'S
Kentucky	Univ. Of Kentucky Pr.
Louisiana State	Louisiana State Univ. Pr.
Loyola	Loyola Univ. Pr.
MIT	M.I.T. Univ. Pr.
Marquette	Marquette Univ. Pr.
Massachusetts	Univ. of Massachusetts Pr.
Memphis State	Memphis State Univ. Pr.
Michigan	Univ. of Michigan Pr.
Michigan State	Michigan State Univ. Pr.
Minnesota	Univ. of Minnesota Pr.
Missouri	Univ. of Missouri Pr.
Nebraska	Univ. of Nebraska Pr.
New England	Univ. of New England Pr.
New Mexico	Univ. of New Mexico Pr.
North Carolina	Univ. of North Carolina Pr.
Northwestern	Northwestern Univ. Pr.
Notre Dame	Notre Dame Univ. Pr.
Ohio	Ohio Univ. Pr.
Ohio State	Ohio State Univ. Pr.
Oklahoma	Univ. of Oklahoma Pr.
Oregon State	Oregon State Univ. Pr.
Oxford	Oxford Univ. Pr.
Pennsylvania	Univ. of Pennsylvania Pr.
Pennsylvania State	Pennsylvania State Univ. Pr.
Pittsburgh	Univ. of Pittsburgh Pr.

HOW NAMES APPEAR ON CHOICE CARDS	HOW NAMES ARE TO BE TYPED ON MOF'S
Princeton	Princeton Univ. Pr.
Purdue	Purdue Univ. Pr.
Southern Illinois	Southern Illinois Univ. Pr.
Southern Methodist	Southern Methodist Univ. Pr.
Stanford	Stanford Univ. Pr.
State of New York at Binghampton	State Univ. of New York at Binghampton Pr.
Temple	Temple Univ. Pr.
Tennessee	Univ. of Tennessee Pr.
Texas	Univ. of Texas Pr.
Toronto	Univ. of Toronto Pr.
University Press of Mississippi	Univ. Pr. of Mississippi
University of Washington	Univ. of Washington Pr.
Vanderbilt	Vanderbilt Univ. Pr.
Virginia	Univ. of Virginia Pr.
Wayne State	Wayne State Univ. Pr.
Wesleyan	Wesleyan Univ. Pr.
Wisconsin	Univ. of Wisconsin Pr.
Yale	Yale Univ. Pr.

Chapter 13

MONOGRAPHIC SERIES

13.1 BOOKS WITH INVOICES

1. FIRST RECEIVING ASSISTANT

a) Stamp received date on back of invoice.

b) Check in volume, recording the following information in the Monographic Series Check-in File:

i) Volume number (if part of numbered series),

ii) Date received,

iii) Cost (not including postage & handling),

iv) Year of publication (when applicable), and

v) Author's last name and short title (if unnumbered and/or untraced series).

c) Record the following information on PRF:

i) Received date,

ii) Series statement,

iii) Call number (if indicated on Check-in Card),

iv) Special location, such as "REF", for Reference (if indicated on Check-in Card),

v) Fund (if indicated on Check-in Card), and

vi) Requester's name and department (if appropriate).

d) Insert PRF and invoice in book.

e) Take books without funds assigned to Unit Head. Take books with funds assigned to Searching subunit.

2. UNIT HEAD

a) Indicate fund on PRF.

b) Take books to Searching subunit.

3. SEARCHING

a) Verify title on OCLC.

b) Prepare PRF, whether or not title was found on OCLC, following examples on attached pages. Pay close attention to series which are traced differently. In such instances write the name of the series tracing (800 field) under the note section, on the PRF. The following information that is to be written on the PRF will not appear on the OCLC record or in the book:

i) "Contin",

ii) Vendor's name, indicate "direct" if the publisher and vendor are one and the same (this is taken from the invoice), and

iii) List price (this is taken from the invoice).

c) If volume in hand is part of a subset, check Card Catalog and IPF and indicate "ADD" and call number on PRF if appropriate. You will be alerted to this fact by a subset volume number, a volume or part indication after the title, or an open entry on OCLC. If volume in hand has distinctive subtitle, verify subtitle on OCLC. If volume is set up individually on OCLC, it is not an add. If record is found for subset and not for individual volume, or if no record is found on OCLC, treat as an add.

d) Prepare MOF, tearing off two top slips before inserting in typewriter.

e) Fold and insert PRF in MOF. Put MOF/PRF in book.

f) Take books to Second Receiving Assistant.

4. SECOND RECEIVING ASSISTANT

a) Check invoice for accuracy.

b) Certify invoice if correct.

c) Verify that information on MOF matches books.

d) Check book for obvious physical defects and appropriatenes of physical format.

e) Record cost (not including postage and handling) and invoice date and number on Expenditure Slip.

f) Count and Record statistics on Book Count Sheet.

g) Remove Expenditure Slip and Gold Slip from MOF and set them aside.

h) Reinsert MOF/PRF in book.

i) Repeat steps A-H until all books have been processed.

j) Record postage and handling costs in Postage Book and put check mark by initials on second copy of invoices.

k) Put invoices in Invoices To Be Paid File.

l) Strip books.

m) Put Expenditure slips in Temporary Expenditure File.

n) File Gold Slips in IPF.

o) Pass books to Cataloging Unit (leave books on shelf labeled "Monographic Series" in terminal room).

13.2 PREPAID BOOKS

INTRODUCTION

The invoicing for monographs in series in which prepayment is required can be broken down into two general types: series in which volumes are invoiced in groups, and series in which volumes are invoiced individually. Series which fall into the first group include: memberships; series invoiced for a given length of time, typically for one year; and series in which several volumes are invoiced together, for whatever the reason.

Both types require that an Expenditure Slip be filed in the appropriate fund Expenditure File at the time the pro forma invoice is processed. The entry on the Expenditure Slip will be for the series, followed by an indication of the volume, group of volumes, or title.

Unlike prepayment for monographs, a copy of the invoice is not kept in the Prepay File.

PROCESSING INVOICE - INVOICED BY GROUP

1. First Receiving Assistant stamps received date on back of invoice, checks Check-in File to verify that invoice is for series we receive, and gives invoice to Ordering and Receiving Supervisor. If the First Receiving Assistant finds no fund indicated on the Check-in Card, he/she passes the invoice to the Unit Head. The Unit Head indicates a fund on a p-slip and passes the invoice and p-slip to the Ordering and Receiving Supervisor.

2. Ordering and Receiving Supervisor checks invoice for accuracy.

3. Certify invoice if correct.

4. Record payment information on appropriate card in Check-in File, including the following:

   a) "Prepaid"

   b) Date the voucher will be prepared

   c) What is being prepaid (either the series volume numbers or the time period)

   d) Invoice number and invoice date

5. Remove Expenditure Slip from MOF, discard rest of MOF, and type information on Slip, including (see example at end):

   a) Name of vendor

b) Name of fund

c) Entry in Check-in File

d) Indication of the group of volumes being paid for (either the series volume numbers or the time period)

e) "Prepaid" (in lower left)

f) Amount of invoice (in cost box, upper right corner)

g) "Contin"

6. Invoice date, and invoice number on back of Expenditure Slip.

7. Put Expenditure Slip in Temporary Expenditure File.

8. Prepare invoice and voucher for payment.

PROCESSING INVOICE - INVOICES BY INDIVIDUAL VOLUME

Procedures are the same as in the previous section, except that in steps 4. a) and 5. d), the indication is for the individual volume. If the item being invoiced appears as one item on an invoice being processed by the Serial Acquisitions Unit, the Head of that Unit will bring the invoice to the Ordering and Receiving Supervisor. He/she will follow steps 4-7 only, make photocopy of invoice for our Invoice File, and return original invoice to the Serial Acquisitions Unit Head.

PROCESSING BOOK - INVOICE ALREADY RECEIVED AND PROCESSED

1. FIRST RECEIVING ASSISTANT

a) Check in volume, recording the following information in the Check-in File:

i) Volume number (if part of numbered series),

ii) Date received,

iii) Year of publication (when applicable), and

iv) Author's last name and short title (if unnumbered and/or untraced series).

b) Record the following information on PRF:

i) Received date,

ii) Call number (if indicated on Check-in Card),

iii) Special location, such as "REF", for Reference (if indicated on Check-in Card),

iv) Requester's name and department (if appropriate), and

v) "Prepaid" (indicate this by "List Price").

c) Insert PRF securely in book.

d) Repeat steps a) - c) until all books have been processed.

e) Take books to Searching subunit.

2. SEARCHING

Procedures are the same as for books with invoices except that the list price is not indicated on the PRF nor on the MOF and when preparing the MOF, both the top slip and the Expenditure Slip are removed and discarded first.

3. SECOND RECEIVING ASSISTANT

a) Verify that information on MOF matches book.

b) Check book for obvious physical defects and appropriateness of physical format.

c) Count and record statistics on Book Count Sheet.

d) Remove Gold Slip and file it in IPF.

e) Reinsert MOF/PRF in book.

f) Strip book.

g) Pass books to Cataloging Unit (leave books on shelf labeled "Monographic Series" in terminal room).

CHECK-IN CARD

sep. cat.

VENDOR:
Mathematical Centre
Tweed Boerhaavestraat
Amsterdam-O, The Netherlands

FUND: Math
ORDER DATE:
7-12-74

REQUESTER: P.O.#
Cover/ L37732
La Torre

DUE:

LIB. HAS:

VOL. OR NO.	DATE RECEIVED	COST	CLAIMED	VOL. OR NO.	DATE RECEIVED	COST	CLAIMED	VOL. OR NO.	DATE RECEIVED	COST	CLAIMED
145	7-6-81	22.50									
146	11-20-81	45.00									
147	5-4-82	25.30									
148	2-1-82	38.00									
150	9-12-82	23.50									
152	2-15-83	54.85									

Mathematical Centre tracts.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

197

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid( ) Lo( )

Author: Helmers, Roelof. (Last name 1st)

TITLE: Edgeworth expansions for linear combinations of order statistics.

Place: Amsterdam :

Publisher: Mathematisch Centrum Year: 1982.

Address:

Series: (Mathematical Centre tracts; 105)

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information:

Notes (if any): contin

LC: 81-3509

OCLC # 0 11/3/82

Edition

ISBN

List Price $6.60

Vol.

# of copies

Dept.

Recommended by

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received

Order Number

Date ordered

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	11/3/82
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher Date

Catalog: Author ( ) Title ( )
Serials ( )

RIP

RIP (Supp)

FILE

RIP

Withdrawn

Pub Cat

BCD

Outlet by Book

Other

CLS ( ) Add

SUC:

Type of Entry: MARC ( ) LC

RECHECKED: Author ( ) Title

81-3509

P.O. NO.	Helmers, Roelof.
ORDERED	Edgeworth expansions for linear combinations of order statistics.
VENDOR	Amsterdam : Mathematisch Centrum, 1982.
Direct	
FUND	(Mathematical Centre tracts; 105)
Math	
REQUESTER	
RECEIVED	$6.60 contin
11-3-82	

RETURN THIS SLIP WITH BOOK

198

PRF AND MOF - PREPAID MONOGRAPHIC SERIES

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid( ) Lo( )

Author:
(Last name 1st)

LC# 82-11190

TITLE: Transportation in America / edited by Donald Altschiller.

OCLC # ✓

Edition

ISBN

Place: New York:

List Price Prepaid

Publisher: Wilson, Year: 1982.

Vol.

# of copies

Vendor

Fund

Address:

Series: (The Reference shelf; v.54, no.3)

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Dept.

Source of Information:

Recommended by

Notes (if any): Contin

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received

Order Number

Date ordered

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	11/15/82
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher JC Date NOV 16 82

Catalog: Author ( ) Title ( )
Serials ( )

BIP
BIP Suppl
PTLA
BIP
Whitakers
Pub Cat
BOD
Guide to Repr
Other

ULS ( ) NST ( ) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECHECKED: Author ( ) Title ( ) Edition

82-11190

P.O. NO.

Transportation in America/ edited by Donald Altschiller.

ORDERED

New York : Wilson, 1982.

VENDOR

(The Reference Shelf; v. 54, no. 3)

FUND

REQUESTER

199

RECEIVED 11-15-82

Prepaid contin

RETURN THIS SLIP WITH BOOK

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid( ) Lo( )

Author: Little, Dennis L.
(Last name 1st)

TITLE: Changing profiles: the 1980 census and Americas energy future.

Place: Washington, D.C.:

Publisher: Edison Electric Institute, Year: c1982.

Address:

Series: (Decisionmakers bookshelf)

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information:

Notes (if any): contin

LC#
OCLC # 9121255
Edition
ISBN
List Price
Vol.
# of copies
Vendor
Fund GIFT
Dept.
Recommended by

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received
Order Number
Date ordered

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	1/19/83
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher rcf Date JAN 19 '83

Catalog: Author ( ) Title ( )
Serials ( )

BLF
BIP Suppl
PTLA
BIP
Whitakers
Pub Cat
BOD
Guide to Repr
Other

ULS ( ) NST ( ) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECHECKED: Author ( ) Title ( ) Edition

P.O. NO.

ORDERED

VENDOR

FUND
GIFT

REQUESTER

Little, Dennis L.
Changing profiles : the 1980 census and America's energy future.

Washington, D.C. : Edison Electric Institute, c1982.

(Decisionmakers bookshelf)

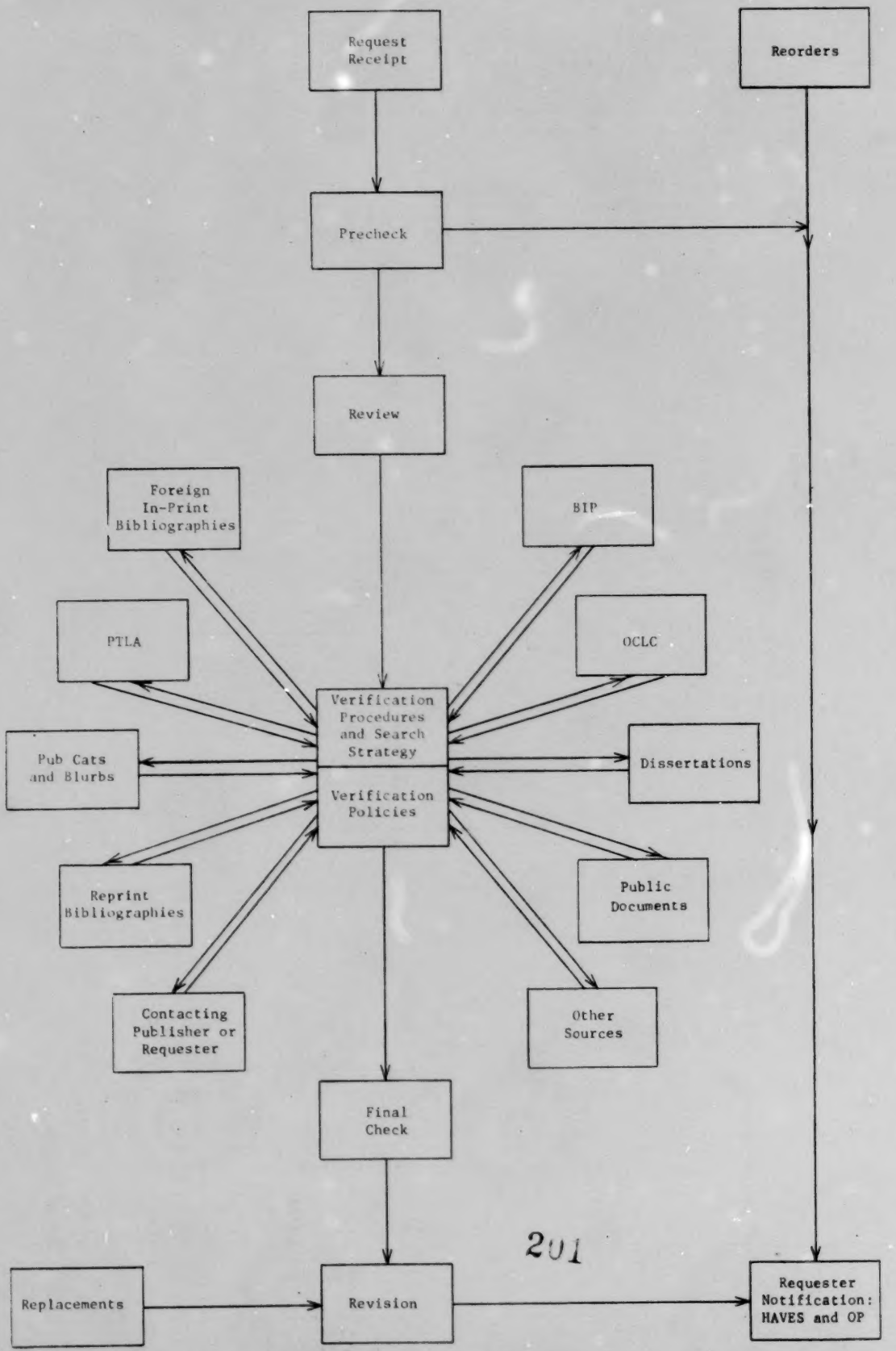
RECEIVED
1-19-83

contin

RETURN THIS SLIP WITH BOOK

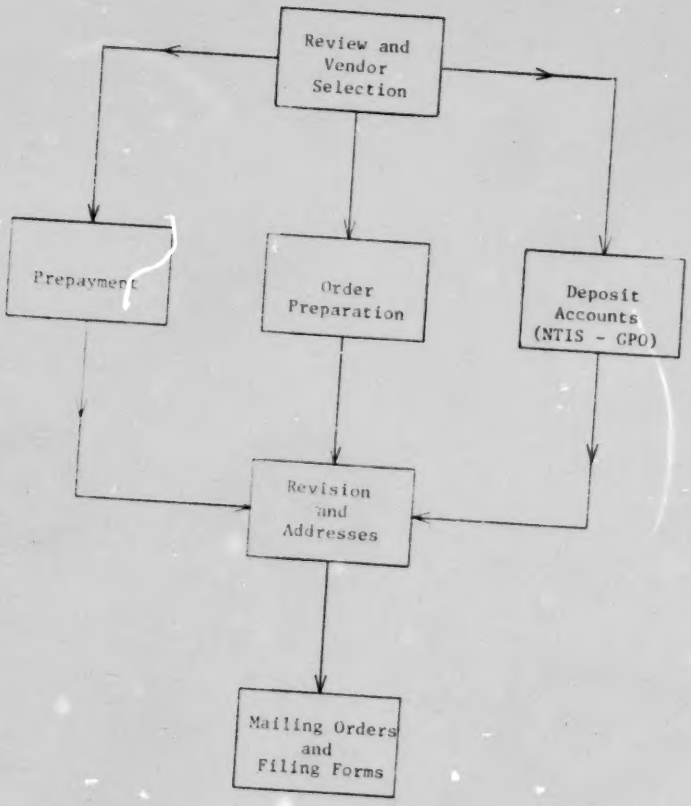
APPENDIX A

FLOW CHART: SEARCHING



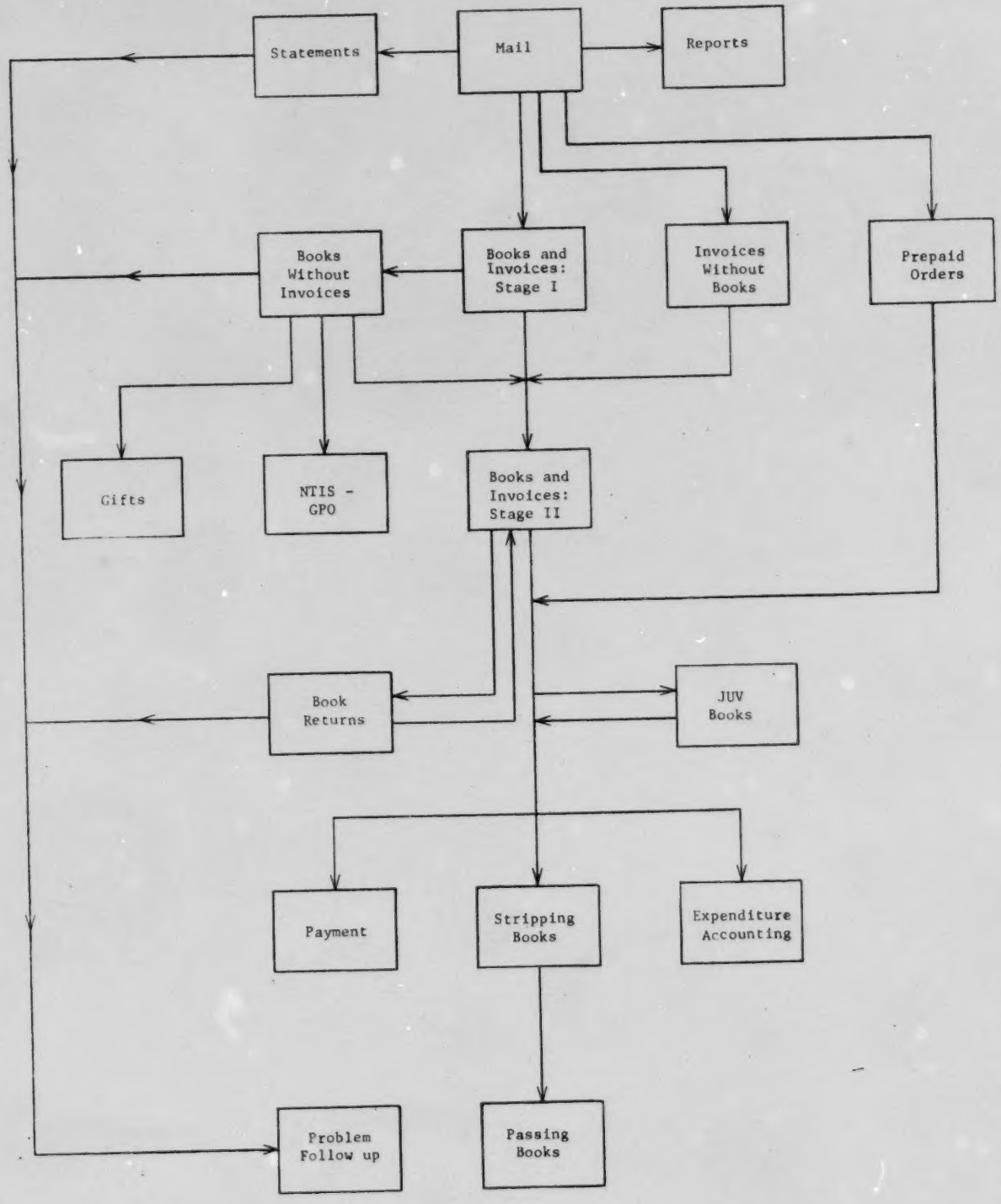
APPENDIX A

FLOW CHART: ORDERING



APPENDIX A

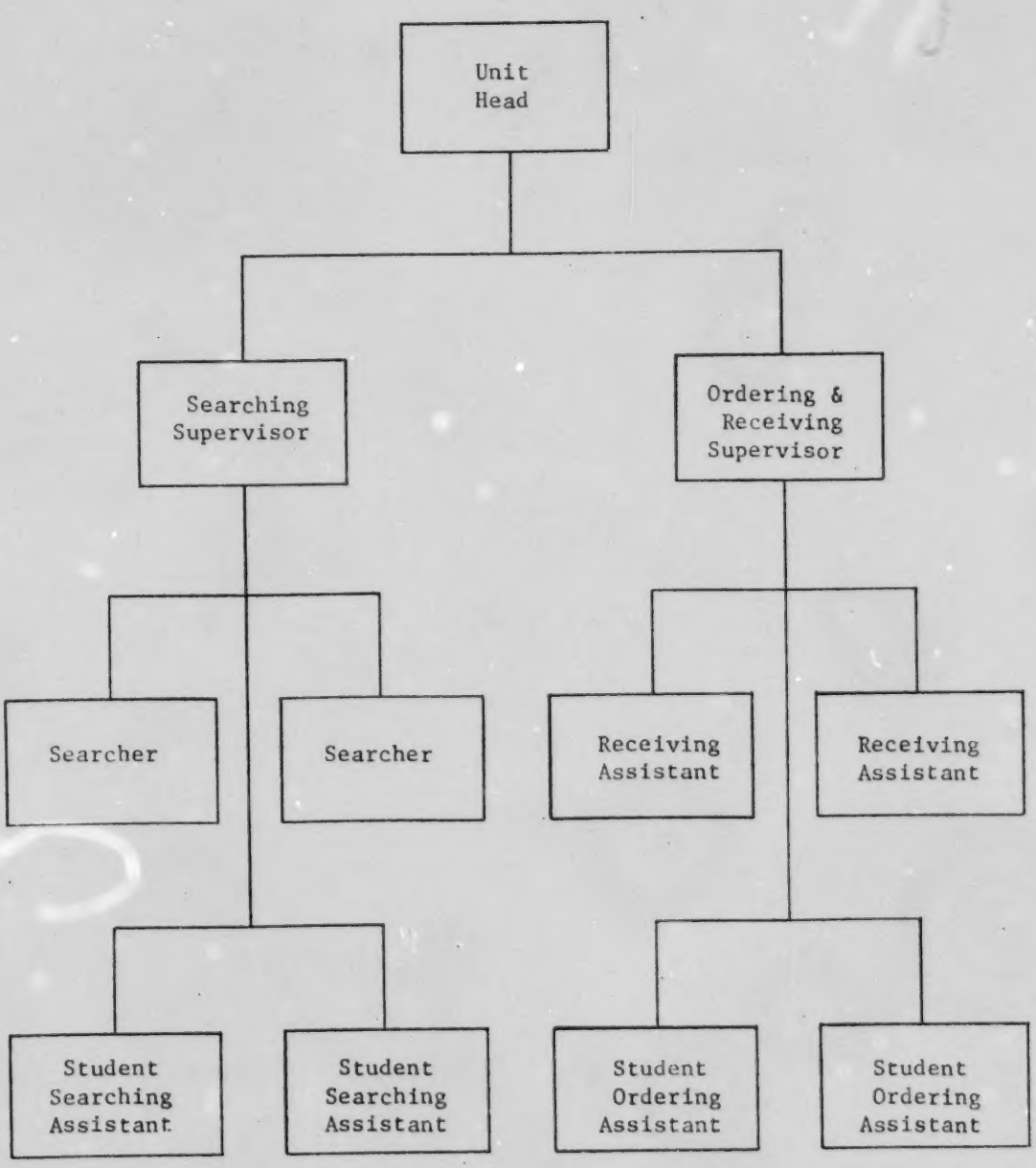
FLOW CHART: RECEIVING



APPENDIX B

ORGANIZATIONAL CHART

MONOGRAPH ACQUISITIONS UNIT



Appendix C

GLOSSARY

AACR2	Anglo-American Cataloging Rules, 2nd edition.
AC	Another congress, symposium, etc.
AE	Another edition.
Accession number	A number assigned to each book or item as it is received by Cataloging. This number is usually stamped at bottom of page facing verso of title page.
Add	"To add a volume." A Cataloging term meaning to add a record of an additional volume to an existing record in the Card Catalog, as opposed to creating a new record. Also, a term used loosely meaning to make a book or item part of the collection, regardless of how or where (Card Catalog or Visible File) record will appear.
Added entry	Any entry, other than a subject entry, made in addition to the main entry. Added entries can be made for joint authors, illustrators, editors, compilers, translators, series, title, etc.
Alter card set	A note appearing on PRF and MOF indicating to Cataloging that record in Card Catalog was done as a closed entry and that it will have to be changed in order to add a volume on order.
Announcement	A flyer, brochure, sheet, etc. sent by a publisher, distributor, or dealer advertising publications which are (or will be) for sale. We have arbitrarily designated a list of ten books as an announcement, and a list of more than ten books as a catalog.
Approval plan	An agreement between a library and a publisher or dealer under which the latter is given the responsibility of selecting and supplying all current books published in the subject areas, levels, countries, or languages specified by the library. In most approval plans, returns are permitted. Under a slip plan, the vendor sends slips rather than books for the library to select

titles.

Author	The person chiefly responsible for the intellectual or artistic content of a work. The author may be a person, organization, corporation, or government body.
BBIP	British Books in Print
BIP	Books in Print
BO	Back Ordered
BOD	Books on Demand
B&T	Baker and Taylor (book jobber)
Blurb	See Announcement
Book	See Monograph
Book dealer	A person or company who buys and sells books. In-print dealers buy books from publishers and distributors and resell them to institutions or book retailers. They are frequently referred to as book jobbers or book wholesalers. OP dealers obtain their books from many different kinds of sources and may resell them to jobbers, institutions, book retailers, individuals, or other OP dealers.
Book jobber	See book dealer.
CC	Card Catalog.
CIP	Cataloging In Publication. A joint effort by the Library of Congress and publishers to include preliminary cataloging in the book, usually on the verso of the title page.
CM	Credit Memo.
CRT	Cathode-Ray Tube. An electronic tube that is capable of producing a visual image much like a television set. When equipped with a typewriter keyboard it is used to input data into a computer and to view visually the output of data.
Call number	The unique combination of letters and numbers, or just numbers, which indicates the position of a book on the shelf.
Compiler	One who collects and brings together works by various persons or corporate bodies, or works

by one person or corporate body.

Compound surname — A name formed from two or more proper names usually connected by a hyphen, conjunction, or preposition.

Continuation — A publication issued on a continuing basis. It is issued less frequently than a periodical and is usually bound. Examples include: series, sets, annuals and semi-annuals, reports, proceedings, and yearbooks. Libraries usually acquire continuations on a standing order.

Copyright — The exclusive right granted by a government to publish a work for a specified number of years. The copyright protects the author and publisher by preventing others from copying the work or a significant part of it without permission. The copyright date in a book usually appears on the verso of the title page and is frequently designated with a "c" preceding it.

Corporate body — An organization or group of persons identified by a name and which acts as an entity. Corporate bodies include associations, conferences, institutions, business firms, government agencies, states, and countries.

DA — Dissertations Abstracts

DPP — Directory of Published Proceedings

Dropship — A method of shipping books used by book dealers in which the dealer instructs the publisher or distributor to ship the book directly to a third party, but to bill the dealer directly. Dropshipments are occassionally used when a customer wants a book on a rush basis.

Dup — Duplicate book or request.

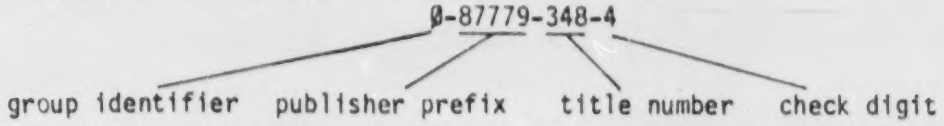
ERIC — Educational Resources Information Center

Edition — All the impressions of a work printed at any time or times from one setting of type. Also, one of the sucessive forms in which a literary text is issued either by the author or by a subsequent editor. In Spain, Portugal and Latin America this term (edicion) is used much more loosely and frequently means printing rather than edition.

Editor — One who prepares for publication or supervises the publication of a work or collection of works or articles that are not his/her own. Responsibility

	may extend to revising and providing commentaries, introductory matter, etc.
Encumbrance	The amount of money which is committed towards the purchase of an item as the result of a purchase order.
Entry	A record of an item in a catalog. In addition to the main entry, there are added entries and subject entries. Also, a heading or access point, as opposed to the complete record.
FBIP	Les Livres Disponibles (French Books in Print)
Facsimile	An edition which provides an exact replica of the text of the original work.
GBIP	Verzeichnis Lieferbarer Bücher(German Books in Print)
GPO	United States Government Printing Office.
GRA	Government Reports Announcements
Half-title page	A brief or shortened title on the leaf preceding the title page.
Have	A title owned by the Library and on the shelf.
Heading	The word or group of words at the head of the catalog card which determines its filing position in the catalog. Also called access point.
Holdings	Volumes posessed by a library.
IPF	In Process File.
ISBN	International Standard Book Number.
Imprint	Information in a book giving the place, publisher, and year of publication and/or copyright. On a catalog card it appears in the publication, distribution, etc. area.
In print	An indication that item is currently available from the publisher/distributor.

International Standard Book Number	A Unique, ten-digit number assigned to each book published in the United States as well as in other countries. An ISBN may be used to identify a particular book and to distinguish it from similar editions. Following is a sample ISBN with a breakdown of the digits in it.



International Standard Serial Number	A unique, eight-digit number assigned to each serial title published.
Jobber	See book dealer.
Kardex File	See Visible File
LC	Library of Congress. Also used as a location symbol on cards in Card Catalog meaning Locked Case (i.e. Rare Book Room). The term "Locked Case" has been discontinued.
LC card number	A unique number assigned to each title cataloged by the Library of Congress. These numbers always begin with two numbers and a dash.
Library binding	A special strong binding designed for heavy use. Also known as PLB (publisher's library binding).
Library of Congress	The Congressional library and the nation's largest library (known familiarly as LC). LC provides cataloging services to other libraries in the form of catalog cards, catalog records on machine readable tape (MARC tapes), the National Union Catalog, etc., and interlibrary loan.
MARC	Acronym for Machine Readable Cataloging. A program at the Library of Congress for providing cataloging data to libraries in machine readable form. Cataloging data is distributed on magnetic tapes which can be searched by a computer. MARC tapes are an important part of the OCLC system.
MC	Monthly Catalog
MOF	Multiple Order Form.
Main entry	The complete catalog record of a work, presented in the form in which the work will be uniformly identified and cited. The main entry includes the tracing for all other entries or access points under which a work is entered in the Card Catalog.

	The main entry is usually an author entry.
Microform	A photographic miniature reproduction on either transparent or opaque material which must be magnified in order to read. Examples are microcards, microfiche, and microfilm.
Monograph	A complete piece of writing which is published in one physical unit of 50 pages or more, or in two or more physical units with a common title. Often referred to as a "book" or "title".
Monograph(ic) Series	See Series.
Multiple Order Form	A seven-part form used by Monograph Acquisitions to order library materials. Slips from the MOF are filed in various files in order to keep account of items on order and in Cataloging and to keep account of encumbrances and expenditures. Cataloging and Circulation also use certain slips from the MOF.
N/C	No charge.
NOP	Not our publication.
NTIS	National Technical Information Service.
NUC	National Union Catalog. A printed catalog published by the Library of Congress which includes catalog records of books and serials cataloged by LC and by other libraries contributing to its cooperative cataloging program. There are similar catalogs for music, motion picture films, monographic series, microform masters, and new serial titles.
NYP	Not yet published.
NYR	Not yet received.
OCLC	A national, non-profit corporation providing online cataloging and other services. Formerly OCLC was an initialism for Ohio College Library Center.
OE	Original edition.
OL	Other library.
OP	Out of print.
OS	Out of stock.

OSI	Out of stock indefinitely.
Open entry	A catalog entry for a serial , series, or set not yet completed. The date and pagination are left incomplete on the catalog record.
Out of print	Book is no longer available from the publisher.
PLB	Publisher's Library Binding. See also Library Binding.
PO	Purchase Order.
PRF	Purchase Request Form. A form used to request monographs or monographic material for the Clemson University Library. Also, a list kept in Public Documents of U.S. government publications which are in print (Publications Reference File).
PTLA	Publishers' Trade List Annual.
PW	Publishers' Weekly.
Packing slip	A sheet of paper (usually in multiple copies) sent by the vendor with a shipment of books listing the contents of the shipment. Not to be confused with the invoice.
Pamphlet	A complete piece of writing which is published in one physical unit of 49 pages or less.
Periodical	A publication issued on a continuing basis two or more times a year, each issue of which usually consists of collections of articles, stories, and other writing. Examples are journals, newsletters, and newspapers. Libraries usually acquire periodicals through subscriptions.
Proforma invoice	An invoice which must be paid by the purchaser before the vendor will send the item.
Pub cat	Publisher's catalog. A descriptive list of titles the publisher has, or will shortly have, for sale. A typical catalog will have a section describing new or forthcoming titles and another section listing all titles that are still in print.
Publisher	A person or corporate body that issues a work.
Publisher series	A monograph series whose only link may be the collective title assigned by the publisher.
RIE	Resources in Education

Reprint	A new issue (printing) of material that has been published before. The new printing contains no textual changes except for the correction of printer's errors from the first printing.
SAN	Standard Address Number. A unique seven-digit number assigned to every organization in the U.S. in or served by the book industry. Included are publishers, book dealers, book stores, libraries, and information centers. The SAN for Clemson University Library is: 360-0726.
SEA	The symbol in the OCLC system indicating Clemson University.
SO	Standing Order.
SOLINET	Southeastern Library Network. A regional network providing Southeastern libraries access to OCLC's data base and services.
SOP	Standard Operating Procedures.
See reference	A guiding device in a catalog that directs the user from the form of a name or subject not used to the form that is used in the catalog.
Serial	A publication issued on a continuing basis at regular or irregular intervals and intended to be continued indefinitely. Serials almost always have a numerical or chronological designation. Periodicals and continuations are serials.
Series	A serial publication issued in parts which can stand alone (as monographs). The parts are uaually related to one another in subject or form and have a collective title. The collective or series title may appear at the head of the title page, on the half-title page, or on the cover or spine. Also called a monograph series.
Series statement	A statement in a catalog record of the series title as it appears on the part of the series being cataloged. It is always enclosed in parentheses in the catalog record and may not always agree with the series entry. Check the series tracing for the correct series entry.
Set	A number of volumes having a collective title and being related to each other in subject or author. A set may be issued at one time or in successive parts. An encyclopedia or the collected works of an author are examples of sets. A set differs from a serial in that is not intended to be continued

	indefinitely.
Shelf List	The card catalog of books in the Library arranged by call number order. The Shelf List is located in Cataloging.
Spine	The part of the book binding that joins the front and back covers together.
Standing Order	An order placed for a continuation, in which the vendor sends successive parts of the continuation as they are issued.
Statement	A report issued by a vendor to a purchaser summarizing their business accounts for a specified time period. Items on the statement include debits, credits, and balances.
TOS	Temporarily out of stock.
Technical services	Work performed in a library dealing with the acquisition of new material and the processing of that material after it is received.
Terminal	A device for communicating with a computer. Data can be input, changed, or withdrawn using a terminal.
Title	The name of a work.
Title page	A page at the beginning of a book with the title, author's name, and publishing information.
Tracing	The record at the end of the main entry card of all the added entries and subject entries under which the work is represented in the Card Catalog.
Trade book	A book that is considered to be of wide reader appeal.
UT	Uniform title.
Uniform title	The title chosen for cataloging when a work has appeared under varying titles. The purpose of chosing a uniform title is to bring together in the Card Catalog all the variant titles.
v., vol.	Volume.
Vendor	The person or corporate body that sells a book. May be the publisher, distributor, book dealer, book store, etc.
Verso	The left-hand page of an open book.

Visible File	The card file on the Fourth Floor in which records are kept of periodicals held by the Library.
Voucher	A form that verifies a business transaction is correct and authorizes payment of charges.

Appendix D

COLLEGES, DEPARTMENTS, AND STANDARD ABBREVIATIONS TO BE USED ON MOF'S

Agricultural Sciences	
Agricultural Economics & Rural Sociology	Ag. Econ.
Agricultural Education	Ag. Ed.
Agricultural Engineering	Ag. Engr.
Agronomy and Soils	Agronomy
Animal Science	Animal Sci.
Dairy Science	Dairy Sci.
Entomology, Fisheries, & Wildlife	Entomology
Food Science	Food Sci.
Horticulture	Hort.
Plant Pathology	Plant Path.
Poultry Science	Poultry Sci.
Architecture (Indicate name of college rather than department on MOF)	Arch.
Commerce & Industry	
Accountancy	Account.
Economics	Econ.
Management	Manage.
Textiles	Text.
Education	
Aerospace Studies	Aerospace

Agricultural Education	Ag. Ed.
Elementary & Secondary Education	Elem. & Sec. Ed.
Industrial Education	Ind. Ed.
Military Science	Military Sci.
Engineering	
Agricultural Engineering	Ag. Engr.
Ceramic Engineering	Ceramic Engr.
Chemical Engineering	Chem. Engr.
Civil Engineering	Civil Engr.
Electrical & Computer Engineering	ECE
Engineering Technology	Engr. Tech.
Environmental Systems Engineering	ESE
Interdisciplinary Studies	IDS
Mechanical Engineering	Mech. Engr.
Forest and Recreation Resources	
Forestry	Forestry
Parks, Rec. & Tourism Mgmt.	PRTM
Library	Library
Liberal Arts	
English	Engl.
History	Hist.
Languages	Lang.
Music	Music
Political Sciences	Pol. Sci.
Psychology	Psych.
Sociology	Soc.
Nursing	Nursing

Sciences

Biochemistry	Biochem.
Botany	Bot.
Chemistry & Geology	Chem. & Geol.
Computer Science	Comp. Sci.
Mathematical Science	Math.
Microbiology	Micro.
Physics & Astronomy	Physics
Zoology	Zoo.

Appendix E

FREQUENTLY USED REQUESTERS' NAMES

E.1 INTERNAL (Inside Library)

Name	Unit
Myra A. Armistead (MA)	Reference
Joseph F. Boykin, Jr.	Director
Frances L. Colburn	Circulation
Peggy H. Cover (PC)	Reference
Francisco M. Diaz	Reference
David A. Fiste	Cataloging
Marie Foster	Reference
Maureen Harris (MH)	Public Documents
Steven D. Johnson	Acquisitions/Monographs
Michael Kohl	Special Collections
J. Laurence Kelland (LK)	Reference
Lea Messman (LM)	Reference
Richard W. Meyer	Asst. Director
Kenneth R. Murr (KM)	Reference
Beth A. Reuland	Cataloging
Margery Sly	Special Collections
Marian H. Withington (MW)(MHW)	Reference
Lawrence R. Wood	Acquisitions/Serials

E.2 EXTERNAL (Outside Library)

Name	Dept.	Address
Rudolph Abramovitch (RAA)	Chem	114 Brackett Hall
John Acorn	Hist Visual St	122 Lee Hall
Charles Alajajian	El & Comp Engr	313 Rhodes Research
Subhash C. Anand	Civil Engr	220 Lowry Hall
Joseph L. Arbena	Hist	117 Hardin Hall
Robert E. Ballard	Bot	212 Long Hall
Rayford E. Barfield	Engl	813 Strode Tower
Ortus W. Barnett (OWB)	Pl Path	B20 Long Hall
Joan Bobbitt	Engl	610 Strode Tower
Farrell B. Brown	Chem	E106 Martin Hall
Susan S. Brown	Soc	417 Nursing Building
E. Lewis Bryan	Account	320A Sirrine Hall
Thomas A. Burch	Ag Econ & R Soc	234 Barre Hall
G. Wesley Burnett	Rec & Parks Adm	288 Lehotsky Hall
Donald G. Bzdyl	Engl	609 Strode Tower
Daniel Calvez (DC)	Lang	512 Strode Tower
Elizabeth Carney (EDC)	Hist	207 Hardin Hall
Robert L. Chaplin (RLC)	Phys/Astron	117 Kinard Hall
James Colacino	Zool	338 Long Hall
Buddy L. Dillman	Ag Econ & R Soc	229 Barre Hall
Thomas Drake	El & Comp Engr	313 3 Rhodes Research
Charles Dunn	Pol Sci	408 Strode Tower
Sterling Eisiminger	Engl	808 Strode Tower
Alvon C. Elrod	Mech Engr	317 1 Riggs Hall

Name	Dept.	Address
Olgun Ersenkal	Plan Stud	132 Lee Hall
Robert Fjeld	Env Sys Engr	501 Rhodes Research
Elizabeth Galloway	El & Sec Educ	215A Godrey Hall
Sidney A. Gauthreaux (SAG)	Zool	336 Long Hall
Richard Golden	Hist	114 Hardin Hall
Mary T. Haque	Hort	E 143 P&AS Building
George Haselton	Chem/Geol	114 Brackett Hall
J. Charles Hester	Mech Engr	303 A Riggs Hall
Richard Hilderman	Biochem	142 Long Hall
Robert W. Hill	Engl	603 Strode Tower
James C. Hite	Ag Econ & R Soc	225 Barre Hall
Laura Hochheimer	Music	713 Strode Tower
John Wm. Hubbard	Ag Econ & R Soc	240 Barre Hall
John Idol	Engl	607 Strode Tower
M. Thomas Inge	Engl	101 Strode Tower
Robert E. Jamison	Math Sci	0107 Martin Hall
John Johnson	Hist	129 Hardin Hall
Edgar Killingsworth	Arch	Lee Hall
Edwin W. King	Ent	305 Long Hall
Mary E. (Beth) Kunkel (BK)	Food Sci	B214 P&AS Building
Amulya Laskar	Phys/Astron	117 Kinard Hall
Hugh Macaulay	Econ	222B Sirrine Hall
James Matthews	El & Sec Educ	108D Godfrey Hall
Denzil V. Maurice	Poul Sci	137 P&AS Building
Rob McGregor	Lang	514 Strode Tower

Name	Dept.	Address
Wm. Davis McGregor	For	243 Lehotsky Hall
Edward McLean	Ag Econ & R Soc	217 Barre Hall
James Miller	Hist	220 Hardin Hall
Ronald Moran	Engl	810 Strode Tower
Alfred F. Newton	Ind Educ	106 Freeman Hall
Gayle Noblet	Zool	338 Long Hall
Ronald Nowaczyk	Psych	104C Hardin Hall
William W. Pennscott	El & Sec Educ	115C Godfrey Hall
Leonard Perry	Lang	303 Strode Tower
Kim Peterson	Bot	155 Long Hall
John Prather	El & Comp Engr	313 Rhodes Research
Barbara Raetsch	El & Sec Educ	216A Godfrey Hall
John Ray	Phys/Astron	117 Kinard Hall
Jerome V. Reel	Undergrad Stud	209 Sikes Hall
Ireland G. Regnier	Hist Visual St	125 Lee Hall
John C. Richardson	El & Sec Educ	109E Godfrey Hall
Alfred D. Ridley	Ind Mgt	426 Sirrine Hall
Roger Rollin	Engl	602 Strode Tower
Victor A. Rudowski	Engl	306 Strode Tower
Edward Ruppert	Zool	338 Long Hall
Roland E. Schoenike (RES)	For	216 Lehotsky Hall
Emerson R. Shipe	Agron	278 P&AS Building
Margit Sinka	Lang	513 Strode Tower
David Snipes	Chem/Geol	114 Brackett Hall
Donald Stafford	Civil Engr	218 Lowry Hall

Name	Dept.	Address
Virginia Stanley	El & Sec Educ	216 Godfrey Hall
Mike Tannenbaum	Zool	338 Long Hall
Malcolm Usrey	Engl	314 Strode Tower
Glenn Varenhorst	Plan Stud	140 Lee Hall
Marcus Waldren	Zool	338 Long Hall
Myles Wallace	Econ	205 Sirrine Hall
Samuel Wang	Hist Visual St	125 Lee Hall
Alice Watson	Nurs	5th Floor Nursing Building
Clinton Whitehurst	Ind Mgt	125 Sirrine Hall
William Whitten	Econ	224 Sirrine Hall
Woodie P. Williams (WPW)	Food Sci	222 P&AS Building
James Wolf	Inter Stud	201 Rhodes Research
Norman K. Womer	Ind Mgt	143 Sirrine Hall
John Wourms	Zool	338 Long Hall

Appendix F

SPECIAL LOCATIONS

The following abbreviations may appear as location symbols above the call numbers on the catalog cards or at the top of the PRF's or MOF's.

ABBREVIATION	LOCATION
ARCH.	Architecture Library
CHEM.	Chemistry Library
CIRC.	No special location (not used on catalog card, used on MOF/PRF only when two copies are to be processed, one copy for a special location and one copy for the main collection)
CURRENT VOL.REF.	Current volume in Reference Collection
DOC.	PublicDocuments
HORT.	Horticulture Library
JUV.	Juvenile Collection
PHYSICS	Physics Library
REF.	Reference Collection
S.C.	SpecialCollections
SIRRINE	Sirrine Library

The following abbreviations may appear as location symbols above the call numbers on the catalog cards. However, their use has been discontinued by the Cataloging Unit and/or they are not used on the PRF's or MOF's.

AG. REF.

EXTENSION

L.C.

OVERSIZE

R.

S&T

SERIAL

TEXT.

THESIS

Appendix G

PRF'S AND MOF'S

Element	Example Number
ADD	
Copy	17, 20
Other Vol. or Copy Still in Cat.	15
Volume	2, 28
AC	26
AE	1, 11, 25
Choice Card	6
Corporate Author Entry	8, 26
Dissertation/Thesis	
Clemson	9
Other	3
Distributor	15
DO NOT CAT.	
DOC.	4, 8
Other	24
Edition Statement	1, 11, 14, 21, 22
Editor	7, 14, 15, 16, 26, 28
800 Field	13
Free	See Chapter 7
GPO	8
Gift	See Chapter 7
HAVE	18
HAVE - Other Location	16
Imprint - Double	19

Monographic Series	See Chapter 13
Multiple Copies	7, 9, 10
Multiple Copies - Different Locations	10
Multivolume Set	
Different Prices and ISBNS for Each	5
Same Price Each Vol.	2, 23
Set Price and Set ISBN	22
NTIS	4
OCLC	
LC Record Found	1, 5, 7, 8, 11, 12, 13, 14, 18, 19, 20, 25, 26, 27
No Record Found, LC No. Not Found	10
No Record Found, LC No. Found Elsewhere	22
OL Record Found, LC No. Not Found	4, 23, 24
OL Record Found with LC No., or OL Record Found and LC No. Found Elsewhere	16
OE Found	21
Paperback	7, 8, 11, 14
Prepayment	17
Price - Foreign Currency	21
Proceedings (Unnumbered)	26
Publisher's Order Number	3, 4, 8
Replacement	
Same Edition	8, 17, 20
Same Edition Not Available	11
Special Location	8, 17
Reprint	11
Requester - More than One	1

RUSH	3
RUSH-Reserve	7
RUSH-Send to Circ.	3
Series	1, 13, 15, 18, 26, 28
Special Location	
ARCH.	17, 23
CURRENT VOL. REF.	28
JUV.	12
REF.	2, 10, 14, 22
S.C.	27
Two Copies for Different Locations	10
Supplement	14
Title Entry	7, 10, 15, 16, 22, 24, 28
Uniform Title	25

227

EXAMPLE 1

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: Faber, Rodney B.
(Last name 1st)

TITLE: Applied electricity and electronics for technology.

Place: New York:

Publisher: Wiley, Year: c1982.

Address:

Series: (Electronic technology series)

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: Librarians' Newsletter 1/82

Notes (if any):

LC# 81-11628
OCLC # √
Edition 2nd. ed.
ISBN 0471057924
List Price $21.95
Vol.
# of copies
Vendor Ambass
Fund Engr
Dept. Lib
Recommended by Cover

TK145

AE/TK145
1978/.F24

Notify: Fitch, ECE

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Request received NOV 2 1982
Order Number 101247
Date ordered NOV 15 '82

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher [illegible] Date NOV 12 82
Catalog: Author (O) Title (O)
Serials (OO)
BIP O FB3/82-O
BIP Suppl O
PTLA O
BIP
Whitakers
Pub Cat √
BCD
Guide to Repr
Other
ULS ( ) BRT ( ) Ulrich's ( )
NOC:
Type of Entry: MARC ( ) LC ( ) NOC ( )
RECEIVED: Author ( ) Title ( ) Edition

PURCHASE ORDER

81-11628

P.O. NO. L101247
ORDERED 11-15-82
VENDOR Ambass
FUND Engr
REQUESTER Library Cover, ECE Fitch
RECEIVED

Faber, Rodney B.
Applied electricity and electronics for technology.
New York : Wiley, c1982.
2nd ed.
0471057924
(Electronic technology series)

AE/TK145
1978 .F24

$21.95 1 copy

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Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 2

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

Ref.

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(✓) Mid( ) Lo( )

Author: Pownall, David E.
(Last name 1st)

TITLE: Articles on Twentieth Century Literature : an annotated bibliography, 1954-1970.

Place: New York :

Publisher: Kraus-Thomson Organization, Year: 1973-1982?

Address:

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information:

Notes (if any):

Ref.
LC: ADD/Z6519
OCLC # .P66
Edition
ISBN v.6-0527721506 v.7-0527721512
List Price $50.00 ea.
Vol. v.6 & 7 only
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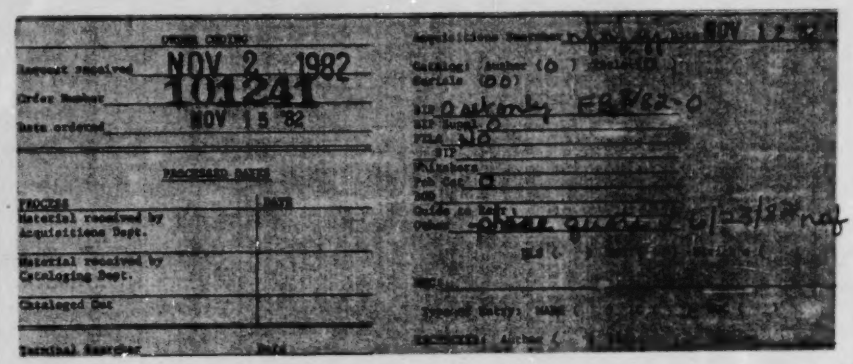

PURCHASE ORDER	REF. Z6519 .P66		ADD	

P.O. NO. L101241
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Pownall, David E.
Articles on twentieth century literature : an annotated bibliography, 1954-1970.

New York : Kraus-Thomson Organization, 1973-1982?

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v. 7 - 0527721512

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EXAMPLE 3

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

RUSH- Send to Circ.

TYPE OR PRINT CLEARLY IN PENCIL. Priority Hi(X) Mid( ) Lo( )

Author: (Last name 1st) Perusek, Wesley.

TITLE: An assessment of the beliefs, process and learning environments in technology for children in classrooms.

Place: Ann Arbor, Mich. :

Publisher: University Microfilms International, Year: 1979.

Address:

Series: (Ed.D.- Rutgers University)

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others (X)

Source of Information: Dissertation

Notes (if any):

Order # 8011428

LC#
OCLC #
Edition
ISBN
List Price $20.00
Vol.
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Catalog: Author (O) Title (O)
Serials ( )

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BIP Suppl
PTLA
BIP
Whitakers
Pub Cat
BCB
Guide to Reprints
Other D/A v.40B, p.2120 nf

ULS ( ) NST ( ) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECHECKED: Author ( ) Title ( ) Edition

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Perusek, Wesley.
An assessment of the beliefs, process and learning environments in technology for children in classrooms.

Ann Arbor, Mich. : University Microfilms International, 1979.

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$20.00 1 copy

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EXAMPLE 4

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

DO NOT CAT-DOC

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid( ) Lo( )

Author: Ferguson, R.B.
(Last name 1st)

TITLE: Athens 1°x2° NTMS area, Georgia & S.C. : preliminary basic data report.

Place: ~~Washington, D.C.~~ Springfield, Va. :

Publisher: NTIS, Year: 1978.

Address:

~~(REPORT 1978 GJBX-20(79))~~

Type of Material (Check one or Specify)
Book ( ) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: Chem. Abstracts

Notes (if any):

LC#

OCLC # 6107250

Edition

ISBN

List Price $16.50

Vol.

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Serials (OO)

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Ferguson, R.B.
Athens 1°x2° NTMS area, Georgia & S.C. : preliminary basic data report.

Springfield, Va. : NTIS, 1978.

Order no. GJBX-20(79)

$16.50 1 copy

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EXAMPLE 5

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: Curry-Lindahl, Kai.
(Last name 1st)

LC: 80-40245

TITLE: Bird Migration in Africa.

OCLC: √

Edition

ISBN v.1-012200101X v.2-0122001028

Place: London; New York:

List Price v.1-$99.50 v.2-$49.50

Publisher: Academic Press, Year: 1980.

Vol. 2 vols

# of copies 1 ea.

Address:

[redacted] Ambass

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Dept. Zoology

Source of Information: flier-attached

Recommended by Gauthreaux

Notes (if any):

QL 692

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Terminal Searcher Date

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Serials ( )

BIP PNS FB 3/82 - √ (v.1) (99.50

BIP Suppl PNS

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BIP

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Other blurb of og

ULS ( ) NST ( ) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECHECKED: Author ( ) Title ( ) Edition

PURCHASE ORDER

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FUND Zool

REQUESTER Zoology Gauthreaux

Curry-Lindahl, Kai.
Bird migration in Africa.

London; New York : Academic Press, 1980.

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v. 2 - 0122001028

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v.1-$99.50 v.2-$49.50 2 vols. 1 copy ea.v.

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EXAMPLE 6

CHOICE SEPT. '82
Political Science

MURPHY, Bruce Allen. The Brandeis/Frankfurter connection: the secret political activities of two Supreme Court justices. Oxford, 1982. ~~473p index~~ 82-2104. $18.95 ISBN 0-19-503122-9. ~~CIP~~

Murphy has written an interesting, important, and irritating book. Interesting in its portrayal of the collaboration between Louis D. Brandeis and Felix Frankfurter in their pursuit of shared political goals. Important because the study raises searching questions about the actual, as opposed to the appropriate, extrajudicial activities that sitting justices of the Supreme Court do and ought to pursue. Important also because the author has gathered a considerable amount of information about the extrajudicial activities of court justices for the period 1789-1916. Finally, irritating because the author presents his findings in tipster fashion, offering what purports to be "now it can be told" revelations about the "secret" political activities of the two justices without telling us how and in what ways those activities and the evidence for them were secret. That Frankfurter insisted on the preservation of the record of his activities is a factor that is not explored by Murphy. Still, the book belongs on the shelf with other recent biographical studies of Brandeis and Frankfurter, and in company also

894

Blackwell

M.A. - 2
Pol. Sci.

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ORDER CODING

Request received JAN 8 1983

Order Number

Date ordered JAN 20 1983

PROCESSED DATES

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Material received by Acquisitions Dept.	
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Terminal Searcher Date

Acquisitional Searcher Date JAN 18 83

Catalog: Author ( ) Title ( )
Serials ( )

BIP
BIP Suppl
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SIP
Whitakers
Pub Cat
BCD
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Other

ULS ( ) ZBT ( ) Ulrich's ( )

RPC:

Type of Entry: MARC ( ) LC ( ) RPG ( )

RECHECKED: Author ( ) Title ( ) Section

PURCHASE ORDER

82-2104

P.O. NO.
L102541
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1-20-83
VENDOR
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Pol. Sci
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Armistead
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Murphy, Bruce Allen.
The Brandeis/Frankfurter connection : the secret political activities of two Supreme Court justices.

: Oxford University Press, 1982.

0195031229

$18.95 1 copy

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EXAMPLE 7

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY RUSH-RESERVE

TYPE OR PRINT CLEARLY IN PENCIL Priority Hi (X) Mid( ) Lo( )

Author: ~~Donovan, M.I.~~
(Last name 1st)

TITLE: Cancer care: a guide for patient education / edited by Marilee Ivers Donovan.

Place: New York, N.Y. :

Publisher: Appleton-Century-Crofts, Year: 1981.

Address:

Series: (Appleton patient education series)

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: Lib Notes MUSC 3/82

Notes (if any): 2 copies ok per PC

LC# 81-10766
OCLC # √
Edition
ISBN 0838510280
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Author: Commerce Dept. Census Bureau.
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LC# SN 79-4218

TITLE: Current Business Reports. Monthly Wholesale Trade, Sales and Inventories - June, 1981.

OCLC # ✓

Edition

ISBN

Place: Washington, D.C.: U.S. Dept. of Commerce, Publisher: Bureau of the Census: Year: 1981. for sale by the U.S. Govt. Printing Office,

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PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid(X) Lo( )

Author: Douglas, Alan Lockhart Monteith.
(Last name 1st)

TITLE: Electronic music production.

Place: Blue Ridge Summit, Pa. :

Publisher: G/L TAB Books, Year: 1974, c1973.

Address:

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: BIP

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Author: Kherdian, David. (Last name 1st)

TITLE: Finding home,

Place: New York:

Publisher: Greenwillow Books, Year: c1981,

Address:

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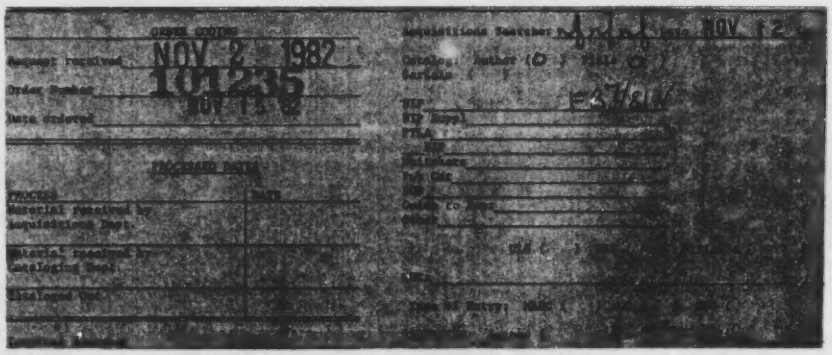

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X Mid( ) Lo( )

Author: Stewart, Alistair D.
(Last name 1st)

TITLE: The genetic basis of development/
... and David M. Hunt.

Place: New York:

Publisher: Wiley, Year: 1982.

Address:

Series: (Tertiary level biology)

Type of Material (Check one or Specify)
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EXAMPLE 14

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(✓) Mid( ) Lo( )

Author: Sheehy, Eugene Paul.
(Last name 1st)

LC: 79-20541

TITLE: Guide to reference books, 9th edition: supplement/edited by ..., with the assistance of →

OCLC #: ✓

Edition

ISBN 0838902944

Place: Chicago:

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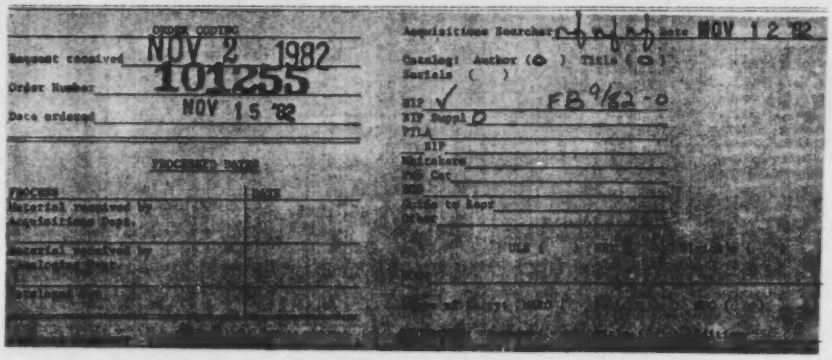

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PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(✓) Mid( ) Lo( )

Author:
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TITLE: Handbook of mathematical economics/ edited by Kenneth J. Arrow and Michael D. Intri

OCLC #

Edition

ISBN

Place: Amsterdam; New York:

List Price $50.00

Publisher: North-Holland Pub. Co.; Year: 1981,

Vol. v. 3 only

# of copies 1

~~Address~~ New York: dist. by Elsevier North-Holland,

Series: (Handbooks in economics; bk. 1)

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PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(✓) Mid( ) Lo( )

Author:
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LC: 81-71630
TITLE: Handbook of textile marketing/compiled and edited by Jean L. Woodruff→
OCLC: 8207174
Edition
ISBN 087005404X
Place: New York:
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Publisher: Fairchild Publications, Year: c1982.
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EXAMPLE 17

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: Shull, Jim. (Last name 1st)

TITLE: The hole thing; a manual of pinhole fotography.

Place: Dobbs Ferry, N.Y. :

Publisher: Morgan & Morgan, Year: 1974.

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid(X Lo( )

Author: Darsie, Richard F.
(Last name 1st)

TITLE: Identification and geographical distribution of the mosquitoes of North America, north of Mexico / by →

Place: Fresno, Calif.:

Publisher: American Mosquito Control Association, Year: 1981.

Address:

Series: (Supplements to mosquito systematics)

Type of Material (Check one or Specify)
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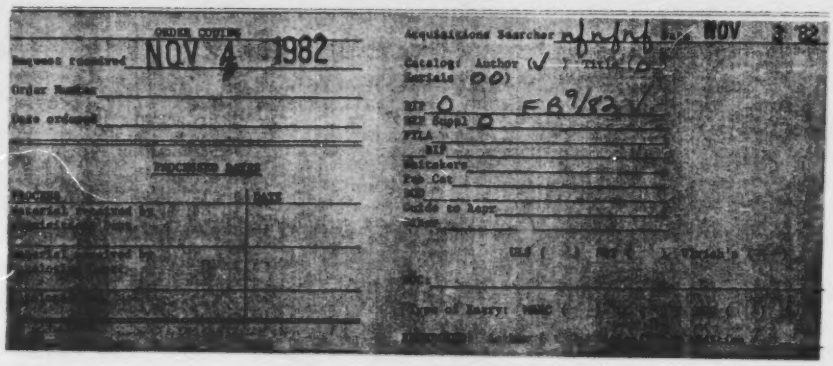

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PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: Calow, Peter.
(Last name 1st)

TITLE: Invertebrate biology: a functional approach.

Place: London:

Publisher: Croom Helm; New York: Wiley, Year: c1981.

Address:

Type of Material (Check one or Specify)
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London : Croom Helm; New York : Wiley, c1981.

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid(X) Lo( )

ADD/ML3561 .J3W5317

Author: Williams, Martin T. (Last name 1st)

LC# ~~71-83058/MN~~

TITLE: The jazz tradition.

OCLC # ✓

Edition

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Place: New York:

List Price $14.95

Publisher: Oxford Univ. Press, Year: 1970.

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PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi (X) Mid( ) Lo( )

Author: Remane, Adolf.
(Last name 1st)

TITLE: Kurzes Lehrbuch der Zoologie/ von..., Volker Storch, Ulrich Welsch.

Place: Stuttgart:

Publisher: G. Fischer, Year: 1978.

Address:

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Type of Material (Check one or Specify)
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List Price ~~39,80 DM~~ $15.63
Vol.
# of copies 1
[redacted] Harras
Dept. Zool
Recommended by EER

OE/OL#6390117

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING
Request received 3/3/82
Order Number 101237
Date ordered NOV 15 '82

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher Mrs. n Date NOV 12 82
Catalog: Author (O) Title (O)
Serials ( )
BIP O FB 3/82-O
BIP Suppl O
PTLA No
G BIP ✓
Whitakers
Pub Cat NO
BOD
Guide to Repr
Other
ULS ( ) NST ( ) Ulrich's ( )
NUC:
Type of Entry: MARC ( ) LC ( ) NUC ( )
RECHECKED: Author ( ) Title ( ) Holdings

PURCHASE ORDER

P.O. NO. L101237
ORDERED 11-15-82
VENDOR Harras
FUND Zool
REQUESTER Zoology Ruppert
RECEIVED

Remane, Adolf.
Kurzes Lehrbuch der Zoologie/ von ..., Volker Storch, Ulrich Welsch.

Stuttgart : G. Fischer, 1978.

3 Aufl.

$15.63 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 22

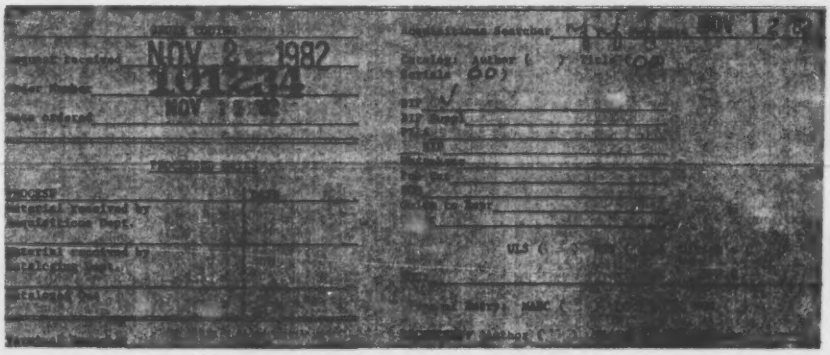
PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY REF.

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author:
(Last name 1st)

LC: 81-20920
OCLC: 11/10/82
TITLE: McGraw-Hill Encyclopedia of science and technology : an international reference work.
Edition 5th ed.
ISBN
Place: New York:
List Price $675.00/set
Publisher: McGraw-Hill, Year: c1982.
Vol. 15 vols.
# of copies 1 set
Address:
[redacted]
Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )
Dept. Library
Source of Information: Pub cat
Recommended by Cover
Notes (if any):

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.



PURCHASE ORDER | REF. | 81-20920

P.O. NO. L101234
ORDERED 11-15-82
VENDOR Direct
FUND Ref
REQUESTER Library Cover
RECEIVED

McGraw-Hill encyclopedia of science and technology : an international reference work.

New York : McGraw-Hill, c1982.

5th ed.

$675.00/set 15 vols. 1 set

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS SEE INSTRUCTIONS ON REVERSE
Cooper Library, Clemson University
Clemson, South Carolina 29631

EXAMPLE 23

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

ARCH

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mi(X) Lo( )

Author: Haviland, David S.
(Last name 1st)

LC#

TITLE: Managing architectural projects: case studies.

OCLC # 871461

Edition

ISBN see below

Place: Washington, D.C. :

List Price $17.00 ea.

Publisher: American Institute of Architects, Year: c1981,

Vol. vols. 1-3 only

# of copies 1 ea.

Address:

Direct

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Dept. Arch.

Source of Information:

Recommended by Roth

Notes (if any): open entry

v.1-0913962392
v.2-0913962414
v.3-0913962406

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received NOV 2 1982

Order Number 101233

Date ordered NOV 15 '82

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher MM Date NOV 12 '82

Catalog: Author (O) Title (O)
Serials (OO)

BIP 0 F8/82-0

BIP Suppl 0

PTLA 0-00

BIP

Whitaker's

Pub Cat 0 AIA 1982

BCD

Guide to Repr

Other Vphone quote ✓ 9/22/82 cg

ULS ( ) NUC ( ) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECORDED: Author ( ) Title ( ) Edition

PURCHASE ORDER | ARCH.

P.O. NO.
L101233

ORDERED
11-15-82

VENDOR
Direct

FUND
Arch

REQUESTER
Arch.
Roth

RECEIVED

Haviland, David S.
Managing architectural projects : case studies.

Washington, D.C. : American Institute of Architects, c1981.

v. 1 - 0913962392
v. 2 - 0913962414
v. 3 - 0913962406

$17.00 ea. v. 1-3 only 1 copy each v.

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 24

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY DO NOT CAT-DIAZ

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: (Last name 1st)

TITLE: Mathfile User's Guide : Mathematical Reviews Online.

Place: Providence, R.I. :

Publisher: American Mathematical Society, Year: c1982,

Address:

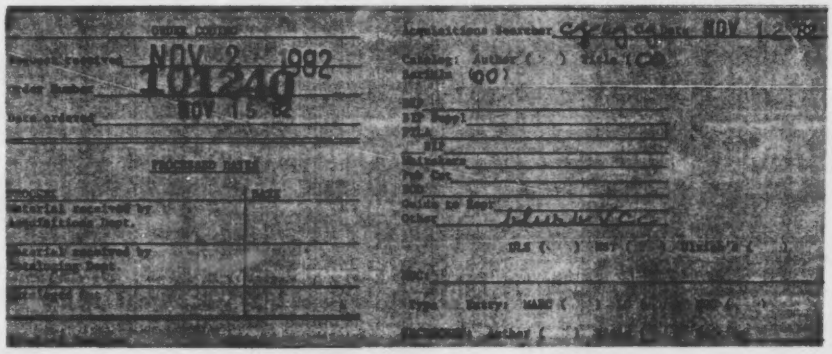
Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: Chronolog loose-leaf

Notes (if any): DO NOT CATALOG open entry
For online searching

LC#
OCLC # 8557876
Edition
ISBN 0821804271
List Price $50.00
Vol.
# of copies 1
Jamison
Math
Dept. Library
Recommended by Diaz

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.



PURCHASE ORDER | DO NOT CAT - DIAZ

P.O. NO. L101240
ORDERED 11-15-82
VENDOR Jamison
FUND Math
REQUESTER Library Diaz
RECEIVED

Mathfile user's guide : mathematical reviews online.

Providence, R.I. : American Mathematical Society, c1982.

0821804271

$50.00 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS SEE INSTRUCTIONS ON REVERSE
Cooper Library, Clemson University
Clemson, South Carolina 29631

EXAMPLE 25

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid(X Lo( )

Author: Mereness, Dorothy.
(Last name 1st) [Essentials of psychiatric nursing]

TITLE: Mereness' essentials of psychiatric nursing/ Cecelia Monat Taylor.

Place: St. Louis:

Publisher: Mosby, Year: 1982.

Address:

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information:

Notes (if any):

LC# 81-14186

OCLC # ✓

Edition 11th ed.

ISBN 0801648904

List Price $23.95

Vol.

# of copies 1

[redacted]

Dept. Nursing

Recommended by Privette

RC440

AE/RC440
10th .M38
1978

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received NOV 2 1982

Order Number 101232 NOV 15 '82

Date ordered

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher NOV 12

Catalog: Author O Title (O) Add T. -O

Serials ( )

BIP O FB 5/12-O

BIP Suppl O

PTLA NO

BIP

Whitehorn

Pub Dat ✓

DOD

Outside In Keys

Other DRAY

ILS ( ) NOT

NUC:

Type of Entry: MARC ( ) LC ( )

RECHECKED: Author ( ) Title ( )

PURCHASE ORDER

81-14186

P.O. NO. L101232

ORDERED 11-15-82

VENDOR Ambass

FUND Nurs

REQUESTER Nursing Privette

RECEIVED

Mereness, Dorothy.
Mereness' essentials of psychiatric nursing/
Cecelia Monat Taylor.

St. Louis : Mosby, 1982.

0801648904

AE/RC440
10th .M38
1978

$23.95 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 26

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi( ) Mid(X) Lo( )

Author: (Last name 1st) Biomechanics Symposium (1981 : Boulder, Colo.).

TITLE: 1981 Biomechanics Symposium : presented at the Joint ASME/ASCE Mechanics Conference, University of Colorado, →

Place: New York, N.Y. :

Publisher: American Society of Mechanical Engineers, Year: c1981.

Address:

Series: (AMD; vol. 43)

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: announcement attached

Notes (if any):

LC# 81-159538

OCLC # ✓

Edition

ISBN

List Price $40.00

Vol.

# of copies 1

Direct

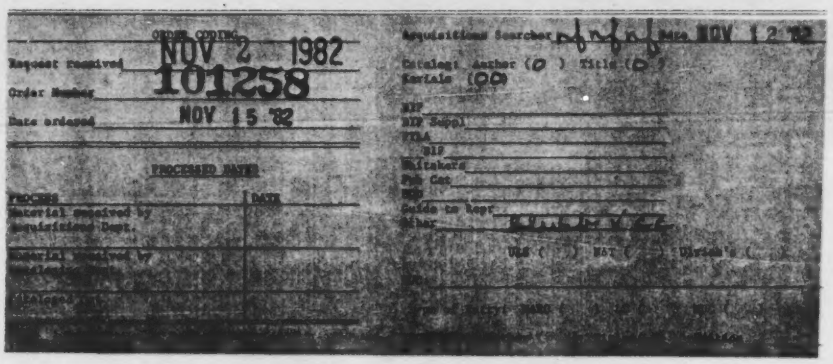
Engr

Dept. Library

Recommended by Cover

AC/QP303
.B57
1979

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.



PURCHASE ORDER

81-159538

P.O. NO. L101258

ORDERED 11-15-82

VENDOR Direct

FUND Engr

REQUESTER Library Cover

RECEIVED

Biomechanics Symposium (1981 : Boulder, Colo.). 1981 Biomechanics Symposium : presented at the Joint ASME/ASCE Mechanics Conference, University of Colorado, Boulder, Colorado, June 22-24, 1981/ edited by William C. Van Buskirk, Savio L-Y. Woo.

New York, N.Y. : American Society of Mechanical Engineers, c1981.

(AMD; vol. 43)

AC/QP303
.B57
1979

$40.00 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 27

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY S.C.

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

Author: Lippy, Charles H.
(Last name 1st)

TITLE: Seasonable revolutionary: the mind of Charles Chauncy.

Place: Chicago:

Publisher: Nelson-Hall, Year: c1981.

Address:

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: Pamphlet

Notes (if any):

LC# 81-9560

OCLC # ✓

Edition

ISBN 0882296256

List Price $18.95

Vol.

# of copies 1

[redacted]

Dept. Library

Recommended by S. Johnson

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING

Request received NOV 2 1982

Order Number 101231

Date ordered NOV 15 82

PROCESSED DATES

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged Out	

Terminal Searcher Date

Acquisitions Searcher [illegible] Date NOV 12 82

Catalog: Author (0) Title (0)
Serials ( )

BIP
BIP Suppl
FILA
REF
Whitakers
Pub Cat
NCD
Guide to Repr
Other

ULS ( ) NST C) Ulrich's ( )

NUC:

Type of Entry: MARC ( ) LC ( ) NUC ( )

RECHECKED: Author ( ) Title ( ) Publisher

PURCHASE ORDER | S.C. | 81-9560

P.O. NO. L101231
ORDERED 11-15-82
VENDOR Ballen
FUND Hist
REQUESTER Library Johnson
RECEIVED

Lippy, Charles H.
Seasonable revolutionary : the mind of Charles Chauncy.

Chicago : Nelson-Hall, c1981.

0882296256

$18.95 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

EXAMPLE 28

PURCHASE REQUEST FORM. CLEMSON UNIVERSITY LIBRARY

PLEASE TYPE OR PRINT CLEARLY IN PENCIL Priority Hi(X) Mid( ) Lo( )

CURRENT VOL. REF.

Author: ~~Fink, D.~~
(Last name 1st)

LC# ADD/TK151
OCLC # .S78
Edition 11th ed.
ISBN 007020974X
List Price $46.10
Vol.
# of copies
Amb. 55
Ref

TITLE: Standard handbook for electrical engineers/Donald G. Fink, editor-in-chief; H. Wayne Beaty, →

Place: New York:

Publisher: McGraw-Hill, Year: 1978,

Address:

Series: (McGraw-Hill handbooks)

Type of Material (Check one or Specify)
Book (X) Periodical ( ) Pamphlet ( ) Microforms ( ) Others ( )

Source of Information: announcement attached

Notes (if any):

Dept. Library
Recommended by Cover

ADD/TK151 .S78 CURRENT VOL. REF.
lib. has 8,9,410

DO NOT WRITE IN SHADED AREA. FOR LIBRARY USE ONLY.

ORDER CODING
Request received NOV 2 1982
Order Number 101254
Date ordered NOV 15 '82

FINISHED DATE

PROCESS	DATE
Material received by Acquisitions Dept.	
Material received by Cataloging Dept.	
Cataloged	

Acquisitions Searcher: CJ mf mf Date NOV 12 82
Catalog: Author ( ) Title OB
Serials DO

DEF
DEF Suppl
FILA
BIP
Whitakers
Pub Cat
BOB
Guide to Lit
Other Stand Ref

ULS ( ) NST ( ) Microfiche ( )
No.
Type of Request: MARC
Edition

PURCHASE ORDER

CURRENT VOL. REF.
TK151
.S78
ADD

P.O. NO.
L101254
ORDERED
11-15-82
VENDOR
Ambass
FUND
Ref
REQUESTER
Library
Cover
RECEIVED

Standard handbook for electrical engineers/ Donald G. Fink, editor-in-chief; H. Wayne Beaty, associate editor.

New York : McGraw-Hill, 1978.

11th ed.

007020974X

(McGraw-Hill handbooks)

Lib. has 8, 9, & 10

$46.10 1 copy

SHIP & BILL TO ACQUISITIONS/MONOGRAPHS
Cooper Library, Clemson University
Clemson, South Carolina 29631

SEE INSTRUCTIONS ON REVERSE

DISPOSITION OF MOF PARTS THROUGH TECHNICAL SERVICES: STATUS OF BOOK

BOOK STATUS: PROCESS STEPS

MOF PART	Order Typed	On Order	Book Received	Book Sent to Cataloging	Book Sent to Circulation	Book Shelved	Color	Paper Type
1	Type	Mail to Vendor	Stays With Vendor				White	Carbonless
2	Type	Mail to Vendor	Received & Discarded				Yellow	Carbonless
3	Type	In Process File	Put in Book	→	Accession File		White	Carbonless
4	Type	In Process File	Put in Book	→	Shelf List		Blue	Carbonless
5	Type	In Process File	Put in Book	→	→	Sent to Requester	Pink	Carbonless
6	Type	In Process File	Leave In IPF	→	→	Remove From IPF	Gold	Carbonless
7	Type	Encumbrance File	Marked With Cost Information	Expenditure File			White	Ledger Stock

Appendix H

OTHER FORMS

Although PRF's and MOF's are the two most commonly used forms by the Monograph Acquisitions Unit, many other forms are used as well. Many of these forms appear on the following pages. Examples of other forms may be found in Chapter 7, GIFTS, Chapter 10, MONTHLY REPORTS AND STATISTICS, and Chapter 13, MONOGRAPHIC SERIES. Following, is a list of forms which appear in this appendix:

NAME OF FORM	EXAMPLE NUMBER
Book Return Address Label	1
Book Return Sheet	1A
Cancellation Notice	2
Claim Letter - monographic series	3
Credit Memo - Ambassador	4
Deposit Account Cover Letter	4A
Duplicate Rec	5
Follow-up Letter - no book	6
Follow-up Letter - no invoice	7
Follow-up Letter - no record of order	8
Follow-up Letter - prepaid order	9
Follow-up Notice	10
Quote Letter - OP	11
Quote Letter - price & availability	12
Return Memo 1 - may we return	13
Return Memo 2 - we are returning	14
Voucher	15

EXAMPLE 1

BOOK RETURN ADDRESS LABEL

From: CLEMSON UNIVERSITY LIBRARY, Clemson, S. C.

TO

Ambassador Book Service, Inc.
42 Chasner Street
Hempstead, NY 11550

LIBRARY MATERIALS

SHIP

Insure ☒ **Value** $ 50.00

POSTMASTER: This package may be opened for inspection if necessary.

259

EXAMPLE 1A

BOOK RETURN SHEET

11-24-82 American Geophysical Union	Returning: Biogeography of Lanternfishes (Myctophidae South of 30° S of the Antarctic Research Series Volume 35 edited by David L. Pawson. Series canceled on 9-15-82. Permission granted by Agnes Lee. Returned without an invoice as we had not received one and asked that one not be sent. Returned to American Geophysical Union. Returned 11-24-82. Insured $10.00 cc
12-3-82 American Geophysical Union	Returning: A Faunistic Study of the Plaktonic Ostracods (Myodocopa, Halocyprididae) Collected on Eleven Cruises of the Elanin Between New Zeland, Australia, The Ross Sea, and the South Indian Ocean By Georgiana Baxter Deevey. Paper 5 in Biology of the Antarctic Seas X. Series cancelled 9-15-82. Permission to return granted by Teresa Wong. No invoice sent. Returned 12-3-82. Insured $10.00 pml
12-3-82 Ambassador Book Service, Inc.	Trace Metals in the Environment Vol 6-Cobalt edited by Ivan C. Smith and Bonnie L. Carson. Book bound upside down. Inv. #163178 dated 11-17-82. Ret'd 12-3-82. Insured $55.00 pml
12-9-82 Ballen Booksellers	Returning: Annual Variation of Daily Energy Expenditure by the Black-billed Magpie: A Study of Thermal and Behavioral Energetics by John N. Mugaas and James R. King. Sent duplicate book. Inv. # B390026 dated 12-2-82. Ret'd 12-9-82. Insured $10.00 pml
12-13-82 Sister Kenny Institute	Returning: Transfers for Patients with Acute and Chronic Conditions Rehabilitation Publication No. 702 Wrong book sent. Suppose to receive "Principles of therapeutic positioning: a guide for nursing action." No. 701 Returned 12-13-82. Insured $8.00. Prepaid book. Requested correct book be sent. Return permission granted by phone on 12-10-82 by Lori Spigen. CC
12-13-82 Ambassador Book Service, Inc.	Returning: The Effects on Populations of Exposure to Low Levels of Ionizing Radiation: 1980. Defective book. Inv. #162259 dated 11-3-82. Ret'd 12-13-82. Insured $20.00 pml Permission to return by phone from Terry Vreitenvach.
12-13-82 American Geophysical Union:	Returning: Calanoid Copepods of the Genus Scaphocalanus From Antarctic and Subantarctic Waters. by Taisoo Park. Series Cancelled. Ret'd 12-13-82. Insured $10.00 pml
1-6-83 Sister Kenny Institute	Returning : Principles of Therapeutic Positioning: A Guide For Nursing Action. Duplicate Copy sent same day as correct order requested above. Returned 1-6-83. Insured $8.00 CC
1-11-83 Baker & Taylor	Returning: Away We Go! Bicycles in 1898, by John F. Loeper. Wrong book. Inv. #M30500845A dated 12-30-82 Ret'd 1-11-82 Insured $10.00

EXAMPLE 2

CANCELLATION NOTICE

(only to be used if slip from MOF is not available)

CANCELLATION NOTICE

DATE January 14, 1983

TO: Ambassador

Please cancel the following book.

Confirm the cancellation and return this card.

Author Tauber, Maurice F.

Title Technical Services in Libraries

Publisher: Columbia Univ. Press

Order number L101256

Order date Dec. 5, 1982

Cancellation confirmed _____

261

EXAMPLE 3

CLAIM LETTER - MONOGRAPHIC SERIES

CLEMSON
UNIVERSITY

THE ROBERT MULDROW COOPER LIBRARY
Acquisitions/Monographs Unit

September 14, 1982

RESOURCES FOR THE FUTURE, INC.
1755 Massachusetts Avenue, N.W.
Washington, DC 20036

Gentlemen:

Please be advised that we are claiming the material listed below:

Public choice and rural development: the proceedings of a conference/sponsored by the U.S. Agency for International Development and held in Washington, D.C.;...

(Research paper / Resources for the Future; R-21)

The above items are supplied to us on our standing order # L 31717 or on a complimentary basis.

Would you kindly send the above material immediately or notify us when we may expect delivery.

Sincerely,

Steve Johnson, Head

262

CLEMSON, SOUTH CAROLINA 29631

EXAMPLE 4

CREDIT MEMO - AMBASSADOR

FORMS FACTORY, INC. - HICKSVILLE, N.Y. S-5031

Ambassador Book Service, Inc.

42 CHASNER STREET • HEMPSTEAD, NEW YORK 11550 • (516) 489-4011

INSTANT CREDIT MEMO

CM: 3416

INSTRUCTIONS: 1. LIBRARY PROPERTY STAMPED BOOKS, OR NON-RETURNABLE TITLES, ARE NOT ELIGIBLE FOR CREDIT. 2. USE SEPARATE FORM FOR EACH TITLE. 3. RETURN PART 1 WITH BOOK(S), USE TEAR OFF LABEL BELOW. RETURN PART 2 WITH YOUR PAYMENT. KEEP PARTS 3 & 4 FOR YOUR RECORDS.

CREDIT TO

Steven D. Johnson
Acquisitions Monographs
Cooper Library
CLEMSON UNIVERSITY
Clemson, SC 29631

REASON FOR RETURN

☐ WRONG TITLE	☒ DEFECTIVE COPY	☐ INCORRECT AUTHOR'S NAME
☐ SERIES NOT MENTIONED	☐ WRONG VOLUME	☐ DUPLICATE ABS ERROR
☐ DUPLICATE LIBRARY ERROR	☐ WRONG EDITION	☐ OTHER (SPECIFY)

CREDIT DATE	ACCOUNT CODE	YOUR ORDER NO.	RETURNED VIA	ORIGINAL INVOICE NO.	INVOICE DATE
12-3-82	002362	L100701		163178	11-17-82

BOOK(S) ACTUALLY BEING RETURNED

QTY	AUTHOR — TITLE — PUBLISHER	LIST	DISC.	CREDIT AMOUNT
1	Trace Metals in the Environment Volume 6 - Cobalt, edited by Ivan C. Smith and Bonnie L. Carson Published by Ann Arbor Science.	59.95	12%	52.76

SUPPLY CORRECT BOOK LISTED BELOW AND REBILL

QTY	AUTHOR — TITLE — PUBLISHER
	SAME AS ABOVE.

SHIP TO

CM: 3416

AMBASSADOR BOOK SERVICE, INC.
42 Chasner Street
Hempstead, New York 11550
ATTN: RETURNS DEPT.

PLEASE USE THIS LABEL ON OUTSIDE OF CARTON TO EXPEDITE RETURN.

RETURN WITH BOOK(S)

EXAMPLE 4A

DEPOSIT ACCOUNT COVER LETTER

June 18, 1982

Acquisitions/Monographs
Cooper Library
Clemson University
Clemson, South Carolina 29631
SAN 360-0726
DEPOSIT ACCT. # 82279-1

National Technical Information Service
U.S. Dept. of Commerce
Springfield, VA 22161

Dear Sir/Madame:

Please send the following title(s) and bill them to our deposit account # 82279-1.

Please address the shipment and any correspondence to my personal attention.

Thank you.

Steven D Johnson

Steven D. Johnson
Acquisitions/Monographs
Librarian-in-Charge

TOTAL $10

261

EXAMPLE 5

DUPLICATE REC

Author: Spiller, David.

Title Book Selection: an Introduction to Principles and Practice.

Series

Place London Publ. Clive Bingley

Year of Pub. 1980 Vol(s). No. of Copies

Price $15.90 Rush

Dept. Misc. Notify

Recommended by Approved by

DUPLICATE REC

Exp.

L. C.

Ver.

Ed. 3d

Checked	
Cat.	Orders
CBI	BIP
LC	PW
BPR	PTLA
BBIP	F

OP

Date Requested

Clemson Univ. Lib.

EXAMPLE 6

FOLLOW-UP LETTER - NO BOOK

CLEMSON
UNIVERSITY

THE ROBERT MULDROW COOPER LIBRARY

January 13, 1983

From: Acquisitions Department

To: The Conservation Foundation
1717 Massachusetts Avenue
Washington, D.C. 20036

We have received your invoice (# 17416, dated 12-4-82) for order number (s) L102144.

We have not received the BOOK (s). We would appreciate your prompt attention. If you have sent within the past few days, do not resend.

Thank you.

Sincerely,

Carolyn Chapman
Acquisitions/Monographs

266

EXAMPLE 7 - FOLLOW-UP LETTER - NO INVOICE

Complete

CLEMSON UNIVERSITY

CLEMSON, SOUTH CAROLINA 29631 m'f in cA drawer

THE ROBERT MULDROW COOPER LIBRARY

DATE: June 18, 1982

FROM: Acquisitions Department

TO: Kluwer Boston, Inc.
190 Old Derby Street
Hingham, MA 02043

We have received our book for order number L99150 dated 4-13-82.

We have not received an INVOICE. We would appreciate your prompt attention. If you have sent within the past few days, do not resend.

Thank you.

Sincerely,
Carolyn Chapman
Carolyn Chapman
Acquisitions Department

Title: Advances In European Geothermal Research/ March 4, 5, and 6, 1980: edited by A. S. Strub and P. Ungemach.

267

EXAMPLE 8

FOLLOW-UP LETTER - NO RECORD OF ORDER

6-16-82
Complete
Gave book to Steve
this date -

CLEMSON
UNIVERSITY

Acquisitions/Monographs
THE ROBERT MULDROW COOPER LIBRARY
Clemson University
Clemson, SC 29631
SAN 360-0726

Date June 8, 1982

MacArthur Memorial
MacArthur Square
Norfolk, Virginia 23510

Gentlemen:

We received the Book(s) listed below on today's date.

The Occupation of Japan: Educational and Social Reform
edited
by

Thomas W. Burkman, Associate Professor of History

We have no record of ordering this title from you. Would you please cite our purchase order number and/or send us additional information which will help us identify our order.

Was the Book(s) sent as a Gift to our collection?

Please let us hear from you as soon as possible.

Sincerely,

Carolyn Chapman

Carolyn Chapman
Acquisitions/Monographs

Please reply here, if you wish: The book is a gift. Perhaps we forgot to enclose a copy of the attached letter. We are sorry for the confusion.

Janice Dudley
MacArthur Memorial
June 11, 1982

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EXAMPLE 9

Complete

FOLLOW-UP LETTER - PREPAID ORDER

CLEMSON
UNIVERSITY

Acquisitions/Monographs
THE ROBERT MULDROW COOPER LIBRARY
Clemson Univeristy
Clemson, SC 29631
SAN 360-0726

Date July 22, 1982

S. CHAND & COMPANY LTD
Publishers & Booksellers
Ram Nagar, New Dehli-110055

Dear Sir/Madam:

Enclosed find a copy of our purchase order number L96931.
This was mailed along with check number 381968 (dated 1-28-82)
in the amount of $8.67. Sufficient time has elapsed for the
receipt of this title. Your attention and prompt reply will be
appreciated. Reply below if necessary.

Sincerely,
Carolyn Chapman
Carolyn Chapman

Reply:

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EXAMPLE 10

FOLLOW-UP NOTICE

DATE Jan. 14, 1983 **FOLLOW-UP NOTICE**

TO: Ambassador

We have not received the following book.

Please follow-up our order and return this card with your report checked below.

Author Bloomberg, Marty

Title Introduction to Technical Services for Library Technicians. 4th edition

Publisher: Libraries Unlimited

Order number L99481
Order date Nov. 11, 1982

(1) OP--cancelled
(2) OS--coming--approximately _____
(3) NYP--back ordered
(4) Cancelled
(5) We do not supply
(6) Other
(7) Book Sent _____
(Do not resend)

EXAMPLE 11

QUOTE LETTER - OP

CLEMSON
UNIVERSITY

THE ROBERT MULDROW COOPER LIBRARY

FROM: Acquisitions Department

TO: The Attic, Inc.
Box 449
Hodges, SC 29653

Please quote the price(s) and availability on the following book(s). If not, available please search for the book(s), and then quote the price and availability to us.

Betts, Albert Deems. History of South Carolina Methodism. Columbia, SC : Advocate Press, 1952.

Thank you.

Sincerely,

Steve Johnson

Steve Johnson
Acquisitions Department

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ACQUISITIONS/MONOGRAPHS

EXAMPLE 12

QUOTE LETTER - PRICE & AVAILABILITY

R. M. Cooper Library
Clemson University
Clemson, South Carolina 29631
SAN 300-0720

January 11, 1983

European Book Center
P.O. Box 4
Route Henri-Dunant
1700 Fribourg 2 Bourg
Switzerland

Gentlemen:

Please quote the price and availability on the following; indicating prepayment if it is required. Note that this is not a formal order.

If you do not distribute, please advise as to other possible distributors.

Please address any correspondence to my personal attention.

García Lorca, Federico. Oeuvres complètes/ Federico García Lorca: Édition établie par André Belamich; textes traduits par André Belamich ... et al. Paris: Gallimard, c1981. Volume 1 only. (Bibliothèque de la Pléiade; 291).

Sincerely,

Nancy C. Forehand

Nancy C. Forehand
Acquisitions/Monographs
Searcher

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EXAMPLE 13 - RETURN MEMO 1 - MAY WE RETURN

RETURN MEMO

9-27-82

FROM: The Robert Muldrow Cooper Library
Clemson University
Clemson, South Carolina 29631
SAN 360-0726

TO: Elsevier Science Publishing
160 Imlay Street
Brooklyn, NY 11231

May we return: Lung Cancer 1982; edited by Ishikawa, Hayata & Keiichi Suemasu.

Shipped on invoice No. 593111 of 9-10-82

Reason for return: Defective Book, damage to spine.

Send permission to the attention of:

Patricia M. Lockaby

The Acquisitions Department Clemson Univ.

Clemson, South Carolina 29631

WE ARE REQUESTING A NO CHARGE REPLACEMENT.
PLEASE SEND REPLACEMENT COPY OR CREDIT MEMO TO CANCEL THIS INVOICE.

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EXAMPLE 14 - RETURN MEMO 2 - WE ARE RETURNING

RETURN MEMO

1-11-83

FROM: The Robert Muldrow Cooper Library.
Clemson University
The Acquisitions Department
Clemson, South Carolina 29631
SAN 360-0726

TO: BAKER & TAYLOR CO.
Box 458
Commerce, Georgia 30529

We are returning: Away We Go! On Bicycles in 1898 by John J. Loeper.

Shipped on Invoice No. M30500345A of 12-30-82.

Reason for return: Wrong book sent.

Please reinstate our order for Hetty and Harriet by Graham Oakley and invoice us when book is shipped.

____ Send Credit Memo and Cancel

____ Send Replacement to attention of

_____

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Form CUBO 209
Rev. 2/80 (for Library only)

EXAMPLE 15

VOUCHER

CLEMSON UNIVERSITY

Date : December 8, 1980

Pay To : Ballen Booksellers Intl.

Street Address : 66 Austin Blvd.

City and State : Commack, NY 11725

Check # _____

The articles below have been received or the services performed as stated. Payment of these invoices will not overdraw the appropriation for the items below. Signee certifies these transactions to be in compliance with established policies and procedures.

_____
Department Signature

Account Number	Vendor # Accounting Use Only	Invoice Date Month/Day/Year	Invoice or Credit No.	P.O. #	Amount
1-40- 8210-3001-51-0000		11-21-80	248035		65.74
5-40-8210-3001-62-0575				L75847	60.00
1-40-8210-3001-51-0000		11-24-80	248275		83.80
5-40-8210-3001-62-0575				L79281	25.95
				TOTAL	$235.49

Appendix I

FILES AND FILING RULES

The acquisitions process requires a multiplicity of files. Within the Monograph Acquisitions Unit itself there are more than thirty files. Most of these files are temporary resting places for forms which are at different stages of processing. Although these files are referred to in the text of this manual, because of their large number, simple function and arrangement, and changing nature, only a few of them are described here. The following files are described here because of their importance, size, and difficult filing arrangements: Card Catalog, In Process File, and Pub Cat File. The filing rules used in the Card Catalog are generally used in the other files as well, except where specified in this appendix. Because the Address File, the Invoice File, and the Pub Cat File are filed by the names of publishers, distributors, and book dealers (almost all being corporate bodies), special rules are used in order to make these files more useful for acquisitions purposes.

CARD CATALOG

Abbreviation: CC

Location: On fourth level of Cooper Library, behind the Reference Desk.

Function: To identify and describe various graphic materials held by the Clemson University Libraries and to indicate their physical locations.

Scope: Monographs, serials, and some material in other physical formats held by the Clemson University Libraries. The Card Catalog is by no means a comprehensive list of all material held. Among material not listed in the Card Catalog are the following:

1. newspapers,
2. maps (most are not listed),
3. federal documents (most are not listed),
4. microforms (many are not listed),
5. manuscripts and unprocessed material in Special Collections,
6. some uncataloged material in branch libraries,
7. office copies (many are not listed), and
8. material which is still in process (not yet cataloged).

Arrangement: Material is generally listed by author, title, and subject. In many cases one or two of these elements are lacking in the listing. Authors obviously cannot be listed if the book does not have one. Titles are generally not listed if the first significant word of the title is a personal name, ordinal numeral (eg., first), or generic word for "writing" (eg., essay, report, study, etc.). Material is also usually listed under secondary authors, editors, translators, and sometimes under sponsoring bodies.

Cards are arranged according to ALA Rules for Filing Catalog Cards, 2nd edition (copy on index table in Unit). These rules are also summarized in Using the Card Catalog beginning on page 17 (every staff member should have a copy of this publication).

IN PROCESS FILE

Abbreviation: IPF

Function and Scope: To identify and describe all material which is on order or which has been received and has not yet been cataloged. Gifts and other nonpurchased items which have been sent to cataloging are also listed here.

Arrangement: MOF's and slips are arranged by title, following the same filing rules as the Card Catalog. There are two exceptions. One is the section of MOF's containing the word "Proceedings" as the first word of the title. These are filed by the word "Proceedings" and then subarranged alphabetically by the main entry, except when such entry is a title entry, in which case they are subarranged by the first significant word of the nature of the proceedings. Example: Proceedings of the Second Annual Conference on the Quaternary History of the Southeastern United States. File under: Conference on the ...

Variant spellings constitute the other exception. Unlike the Card Catalog, variant spellings in the In Process File are filed exactly as they are spelled on the MOF. EXAMPLE: the words "color" and "colour" are filed exactly the way they appear on the MOF.

MONOGRAPHIC SERIES CHECK-IN FILE

Function: To provide records of the receipt of monographic series items and of the payment for those items.

Scope: All standing orders for monographic series. Entry is usually under title. However, some series are entered under personal or corporate author. The form and choice of entry agrees with the Card Catalog. However, some series are not recognized as series by cataloging authorities, and so do not appear in the Card Catalog. A few series have separate cards for payment records.

Arrangement: Alphabetically by series main entry. "See references" are provided for particularly troublesome entries.

ADDRESS FILE

Function: To provide addresses for ordering and correspondence purposes.

Arrangement: This section describes the arrangement of the Address File, Invoice File, and Pub Cat File. In general the filing rules that are used in the Card Catalog apply to these three files. All three files are arranged by the name of the publisher, distributor, or book dealer. The one exception is the Invoice File, which is arranged first by the fiscal year in which the invoice is paid and then subdivided by the name of the vendor.

Because of the large quantity of names which go into these files and complexities of their corporate arrangements and affiliations, some names are bound to be misfiled. When searching for information in these files, always remember to search under alternate headings if the information is not found in the first spot searched. This is especially true for subsidaries and distributors. When filing names which are confusing or difficult, indicate, on the form being filed, the first element in the name being used for filing. Following are filing rules which apply only to these three files:

1. When corporate names take the form of personal names, begin filing by the surname, except for names of universities and corporate names in which the first and last name are combined into one word. EXAMPLES:

   John Wiley & Sons
   Alan R. Liss, Inc.
   Marcel Dekker, Inc.
   R.R. Bowker Co.
   Friedrich Schiller University
   Royoung

2. When corporate bodies are subdivisions of larger bodies, begin filing under the name of the larger body. This occurs most frequently in the cases of departments within universities and departments which are subdivisions of federal and state governments. This situation can prove to be particularly vexing because some pub cats and invoices do not clearly indicate the name of the larger body.

3. Disregard foreign words meaning press, publisher, bookstore, and the like, when they appear at the beginning of the name. EXAMPLES:

   Casa Editorial Bailly Bailliere
   Casa Editrice Instituto Padano di Arte
   Editions Gallimard
   Editorial Castellana
   Librairie Lamartine
   Les Presses de l'Universite Laval
   Verlag Herder

4. When filing under the name of a university, file straight-forward from left to right. Do not begin filing under important words that appear later in the name. EXAMPLE:

   University of California Press

INVOICE FILE

Function and Scope: To provide a record of each invoice paid for the last three years. Copies of all invoices and credit memos are included, whether they were prepaid or post-paid.

Arrangement: By fiscal year, and subdivided by name of vendor. See under ADDRESS FILE in this section for special filing rules.

PUB CAT FILE

Function and Scope: See Subsection 2.5.4, Publishers' Catalogs and Announcements.

Arrangement: See under ADDRESS FILE in this section.

Appendix J

FUNDS

Funds exist to measure and control expenditures. Because most books are acquired to support research or teaching at Clemson, most of the funds indicate which college or department benefits most from the purchase of the individual title. Some funds indicate interdisciplinary subjects, such as Energy, Ceneral Science, Liberal Arts, and Life Sciences. The Architecture fund is to be used only for books going to the Architecture Library. The Reference fund is to be used for books going to the Reference collection. If, at any point during searching and ordering, the decision is made to put a book into one of these collections, the fund should be changed to correspond to that collection. The Replacement fund is used to purchase books that have been lost from either the Cooper Library or one of its branches. Miscellaneous is a catch-all fund which is to be used for titles which fall into no other category.

Requests submitted by librarians should already have the funds indicated on them. If they do not, show requests to Unit Head for fund assignment. Requests submitted by requesters outside the Library will have only the department indicated on them. If the name of a department is the same as the name of a fund, it is not necessary to repeat the fund in the fund box. Frequently, faculty request titles which are not related to their academic disciplines. At the time the librarians review these requests they should remove requests that are inappropriate for the fund being reviewed and put them back in the Review File under the correct fund.

The names of the funds assigned must agree with the list of funds that follows.

GENERAL FUNDS
(1-40-8210-3001-51-0000)

FUND NAME & (Abbreviation)	FUND NAME & (Abbreviation)
Agriculture (Agr)	Life (Life)
Architecture (Arch)	Mathematics (Math)
Biochemistry (Biochem)	Microbiology (Micro)
Botany (Bot)	Miscellaneous (Misc)
Chemistry (Chem)	Music (Music)
Commerce & Industry (C&I)	Nursing (Nurs)
Computer Science (Comp Sci)	Physics (Phys)
Education (Educ)	Political Science (Pol Sci)
Energy (Energy)	Postage (Postage)
Engineering (Engr)	Psychology (Psych)
English (Engl)	Parks, Rec. & Tourism Mgmt. (PRTM)
Forestry (Forest)	Reference (Ref)
General Science (Gen Sci)	Replacement (Repl)
Geology (Geol)	Sociology (Soc)
History (Hist)	Textiles (Text)
Languages (Lang)	Zoology (Zoo)
Liberal Arts (Lib Art)	

SPECIAL FUNDS

FUND NAME, (Abbreviation) & Account Number

Friends of the Library (Friends) 5-40-8210-3001-32-0570

Latimer (Latimer) 5-40-8210-3001-62-0575

Shirley (Shirley) 5-40-8210-3001-62-0210